

November 10, 2013

Dr. Randal Braun
District Administrator
School District of Cameron
700 South 1st Street
Cameron, WI 54822

Dear Dr. Braun:

This letter is to formally request FMLA leave, as an extension of my maternity leave that began on August 27, 2013. The reason why I am requesting such an extension, is due to the unexpected premature birth of my twin boys. Because of their extended hospital stay following their birth and the further medical care needed in a secluded environment, I am needing to be at home for their care for this extended period of time. As a result, I will also be sending along a form stating their medical needs from the neonatologist that was in charge of the care for my children during their hospital stay. Therefore, I anticipate returning to my Kindergarten teaching position in January 2014. I will keep you, as well as, Mrs. Schroeder and my long term substitute aware of any further developments as we approach my return date.

If you have any questions or are in need of any further information, please contact me and I will be happy to provide any further details regarding this situation. I sincerely appreciate your understanding of this request.

Sincerely,

Amanda Grilley