

Maria Soulias
1885 Krowka Drive
Des Plaines, IL 60018

April 14, 2015

Mrs. Kim Petrasek
Mannheim District 83 School Board
10401 West Grand Avenue
Franklin Park, IL 60131

Mrs. Petrasek and Mannheim District 83 School Board:

This letter is to formally inform you that I am pregnant and I am requesting to take maternity leave during the 2015-2016 school year. I am expecting a baby on October 9, 2015, or as close to this date as possible.

In the event of everything going by plan, my leave will commence on October 9, 2015, and I will return to school on January 4, 2016. I wish to use 35 of my accumulated sick days during the period of my maternity leave and have 10 days pay out of pocket. Can this amount be prorated starting as soon as possible?

If further discussion or documentation is necessary, please do not hesitate to contact me. Thank you for your support through my pregnancy and pending birth.

Sincerely,



Maria Soulias

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APR 14 2015

OFFICE OF THE SUPERINTENDENT