

Dear Dr. Conway,

I am writing to inform you that I will be beginning my maternity leave on or around January 2, 2021. I am due to give birth on January 2, 2021, right after our December break. I am requesting the full 12 weeks of FMLA, intending to use my sick time for the allotted 6-8 weeks of FMLA, depending on my type of delivery. Under the Child Rearing Leave Act, I would like to request an extension of my leave beyond those 12 weeks, through the end of the 2020-2021 school year. Following that leave, I would like to return to my current position at Bradley School for the start of the 2021-2022 school year.

Sincerely,
Lisa Detoro
4th Grade Teacher
Bradley School