

Dear Dr. Megan Riley and Mr. Geoffrey Sinatro,

I am writing to formally request a leave of absence to continue establishing a bond with my new child. This request would be effective April 30, 2026 to May 8, 2026. I plan to return to work on May 11, 2026 if approved.

We have had difficulties establishing appropriate feeding and weight gain due to Carter's premature birth, so I am requesting additional time to bond with him, as well as to support his continued growth prior to returning to work.

Thank you for your continued support and understanding as I navigate this new addition to our family. I appreciate your consideration of this request. Please let me know if you need any further information or have any questions.

Sincerely,

Andrea Winoski