July 10, 2011

To whom it may concern,

This letter is in regards to maternity leave for Sheena Walters at Gallatin County Lower Elementary School.

I will be having a scheduled c-section on September 22nd. I would like to request a leave of absence using sick days from September 22nd – October 7th. This totals 12 sick days.

October 10- 14 no instructional days will be missed due to Fall Break.

For additional unpaid maternity leave, I would like to request a leave of absence from October 17th –November 18th. This is an additional 24 days.

Thank you for your consideration in this matter.

Thank you,

Sheena Walters