July 27, 2011

Catherine Rolph  
322 Westminster Court  
Florence, KY 41042

Gallatin County Board of Education  
75 Boardwalk  
Warsaw, KY 41095

To Whom It May Concern,

I wish to apply for maternity leave planned from August 11th 2011 and an anticipated return in late September around the 26th. My son Cohen was born at 30 weeks of gestation on July 3rd and is still currently being treated at the Neonatal Intensive Care Unit at the University Hospital Medical Center. They have not given a date of discharge, but were given an approximate 6 week estimate for his stay which would be a possible discharge on or around Sunday, August 14th. This would allow me six weeks with him at home to set a routine as a normal newborn would need. My classroom is in good hands as I will be working closely with the substitute to hopefully make a seamless transition with a classroom of similar expectations and atmosphere both at the beginning of the year and after my return in September.

Awaiting your response at the earliest and thanking you for your consideration.

Yours sincerely,

Catherine Rolph  
859-620-7290  
1st Grade Teacher at Gallatin Elementary School