May 3, 2012

Gallatin County Board of Education 75 Boardwalk
Warsaw, KY 41095

To Whom It May Concern:

I am writing to request maternity leave for the upcoming 2012-2013 school year.

My due date at this time is Oct. 7, 2012. However, because I am expecting twins, my doctor has recommended bed rest upon reaching 32 weeks. This will occur the week after school begins. I am hoping to be able to come in and help my sub get going the first week of school, but will need extended time off due to the circumstances of this pregnancy. I am also requesting additional time off after the birth of the babies. I would like to return to work following winter break, January 2013.

Thank you for your consideration,

Kaycee Thompson

Approved: Roxann Booth, Principal, 05/03/12