March 25, 2013

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 March 25th until the end of the 2013 school year. My original due date is May 31st, but as of today I have been placed on strict bed rest due to signs of Preterm Labor. I will use two weeks of sick time and follow with the allotted amount of short term disability needed to make it through the end of the year. My classroom is in good hands as I will be working closely with the substitute, Katie Burlew, to hopefully make a seamless transition with a classroom of similar expectations and atmosphere to finish out the year.

I will be awaiting your response at the earliest time and thank you for your consideration.

Yours sincerely,

 Catherine Rolph  
859-620-7290  
2nd Grade Teacher at Gallatin Elementary School