**Maternity Leave**

To: Dr. Perkins, Mr, Wright, and Dr. Allen

November 12, 2013

This letter is to formally inform you I am pregnant and wish to take maternity leave. I expect the leave to last 8 weeks and to begin January 30, 2014 to April 2, 2014.

As you know, I take great pride in my performance and the quality of my work at Gallatin County Lower Elementary. To ensure my job responsibilities will be managed during the period that I am away from the classroom, I am asking Mrs. Himber to cover my classroom and asking both Mrs. Jones and Mrs. Rodriguez to continue to hold our team meetings and PLC’s until I return. Thank you for allowing me to take this time to spend with my family.

Sincerely,  
Amanda O’Connor