

Maternity Leave

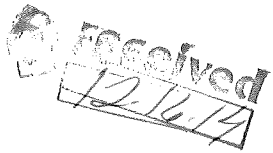
To: Mr. Huber, Mr. Wright, and Dr. Allen

December 12, 2014

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 March 9, 2015 to May 8, 2015.

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 a team member to cover Program Review responsibilities and asking both Mrs. O'Connor and Mrs. Rodriguez to help with any planning or anything necessary for my classroom. Thank you for allowing me to take this time to spend with my family.

Sincerely,
Angie Jones



White
Clark
1-6-15