Dear Mr. Travis Hamby,

I am writing you this letter to request approval for my maternity leave. I would like my beginning day of Maternity leave to be August 19th ,2019, and I would like to return to work November 6th, 2019. This would be eleven weeks and will allow me adequate time to care for my son and his orthopedic issues found at birth. If you have any questions or need any further information from me, please do not hesitate to call me.

Thank You,

Natalie Morris

4th Grade Teacher

Allen County Intermediate Center

Natalie.morris@allen.kyschools.us

606.231.2020