January 10, 2011

Dear Gallatin County Board of Education,

I amwriting to inform you that I am pregnant and the baby is due April 15, 2011. I wish to avail my maternity leave starting from April 15, 2011. I have not taken any personal or sick days since I have become employed in the district so I have 65 days to use for maternity leave. So far, my pregnancy is going great so I plan to work up to my delivery date. I shall avail full maternity leave till August 2011(first day of school) and want you to confirm if you accept the date of rejoining. I sincerely hope to hear from you at the earliest regarding confirmation of my maternity leave and rejoining date. Thanking you!

Yours sincerely,

Amanda O’Connor

2nd Grade Team Leader