

February 1, 2011

Dear Gallatin County Board of Education,

Hello. I am writing this letter to inform you that I am pregnant and the baby is due April 4, 2011. I wish to avail my maternity leave starting from April 4, 2011. I currently have 46 sick days to use for maternity leave. So far, my pregnancy is going well; so as of now, I plan to work up to the Friday before Spring Break starts, which is April 1. I shall avail full maternity leave till August 2011 or the first day of school and I would like you to confirm if you accept this date of rejoining. I sincerely hope to hear from you at the earliest regarding confirmation of my maternity leave and rejoining date. Thank you for your time and understanding in this important matter!

Sincerely,



Mrs. Jennifer Gullion

1<sup>st</sup> Grade Teacher