

**SAMPLE**

\_\_\_\_\_  
date

Ms. Danielle Ruggiero,  
Director of Human Resources  
East Brunswick Public Schools  
760 Route 18  
East Brunswick, NJ 08816

Re: Request for Child Rearing Leave Extension

Dear Danielle:

I am currently approved for a maternity child rearing leave of absence with a return date of \_\_\_\_\_. I am requesting an extension of this child rearing leave of absence through \_\_\_\_\_.

It is my intention to return to my position on \_\_\_\_\_, the beginning of the [20xx school year, 1<sup>st</sup> marking period, 2<sup>nd</sup> marking period, etc.]

May I please have written notification from the Board of Education that this extension has been granted.

Sincerely,

**[This may be sent via email or mail, 60 days notice prior to end of currently child rearing leave, or by April 15<sup>th</sup> if previous leave ended June 30th]**