

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, 1st marking period, 2nd 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 15th if previous leave ended June 30th]