

# Sample Letter #1

\*If you wish to take 6 weeks paid out of your sick time (or 8 for a cesarean section) but plan to return to work immediately after the leave period.

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123 Main Street  
Anytown, MA 02133  
Date

Kevin Mulvey, Superintendent  
Quincy Public Schools  
70 Coddington Street  
Quincy, MA 02169

Dear Superintendent Mulvey:

I am writing to request a maternity leave of absence in accordance with M.G.L. Chapter 149, Section 105D. My leave shall commence on \_\_\_\_\_, 20\_\_\_\_ and shall continue until \_\_\_\_\_, 20\_\_\_\_. I shall be returning to active service on \_\_\_\_\_, 20\_\_\_\_.

In addition, I am notifying you of my intent to utilize the provisions of Article X (Sick Leave) of the contract for any period of said leave during which I am physically unable to work. I shall provide you with a doctor's certificate as soon as it becomes available.

Thank you.

Sincerely,

Jane Doe

cc: Principal \_\_\_\_\_

# Sample Letter #2:

\*If you wish to take up to 12 weeks leave of absence but plan to return to work immediately after the leave period.

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123 Main Street  
Anytown, MA 02133  
Date

Kevin Mulvey, Superintendent  
Quincy Public Schools  
70 Coddington Street  
Quincy, MA 02169

Dear Superintendent Mulvey:

I am writing to request a maternity leave of absence in accordance with the Family and Medical Leave Act. My leave shall commence on \_\_\_\_\_, 20\_\_\_\_ and shall continue until \_\_\_\_\_, 20\_\_\_\_. I shall be returning to active service on \_\_\_\_\_, 20\_\_\_\_.

In addition, I am notifying you of my intent to utilize the provisions of Article X (Sick Leave) of the contract for any period of said leave during which I am physically unable to work. I shall provide you with a doctor's certificate as soon as it becomes available.

Thank you.

Sincerely,

Jane Doe

cc: Principal \_\_\_\_\_

# Sample Letter #3

\*If you wish to take a leave of absence until the end of the year and plan to to use sick leave for the period of disability but know that you will not receive pay beyond that period.

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123 Main Street  
Anytown, MA 02133  
Date

Kevin Mulvey, Superintendent  
Quincy Public Schools  
70 Coddington Street  
Quincy, MA 02169

Dear Superintendent Mulvey:

I am writing to request a maternity leave of absence in accordance with Article XIV of the contract. My leave shall commence on \_\_\_\_\_, 20\_\_\_\_ and shall continue until \_\_\_\_\_, 20\_\_\_\_. I shall be returning to active service on \_\_\_\_\_, 20\_\_\_\_\_.

In addition, I am notifying you of my intent to utilize the provisions of Article X (Sick Leave) of the contract for any period of said leave during which I am physically unable to work. I shall provide you with a doctor's certificate as soon as it becomes available.

Thank you.

Sincerely,

Jane Doe

cc: Principal \_\_\_\_\_