

# Sample Letter #1

\*This is a sample letter for when you wish to take up to the allowable 12 weeks 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 parental 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 XIII (Parental Leave) of the contract. I believe that I have \_\_\_\_\_ number of sick days, and I intend to use \_\_\_\_\_ days over the course of this leave.

Thank you.

Sincerely,

Jane Doe

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

# Sample Letter #2

\*This is a sample letter for when you wish to take a leave of absence for longer than 12 weeks. The contract provides for a PTS member to extend their leave through the end of the current school year; however, the district determines whether or not the member can extend said leave for longer than 12 weeks but less than the remainder of the school year.

**\*Extended leave protection ONLY applies to PTS members.**

**\*It is the responsibility of the member to inform the district before March 1 to indicate the member's desire to return to work the following academic school year.**

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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 parental leave of absence in accordance with Article XIII of the contract. My leave shall commence on \_\_\_\_\_, 20\_\_ and shall continue until \_\_\_\_\_, 20\_\_.

In addition, I am notifying you of my intent to extend my leave for \_\_\_\_\_ [the remainder of this school year or intended leave period]. I shall be returning to active service on \_\_\_\_\_, 20\_\_.

Thank you.

Sincerely, Jane Doe

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

# Sample Letter #3

\*This is a sample letter for when a member with PTS decides to take an additional unpaid leave of absence for an entire school year, which is allowable under Article XV, Section 4.

**\*Extended leave protection ONLY applies to PTS members.**

**\*It is the responsibility of the member to inform the district before March 1 to indicate the member's desire to return to work the following academic school year.**

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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 notify you of my intent to take an extended leave of absence without pay in accordance with Article XV, Section 4 for the academic year \_\_\_\_\_. If you have any questions, please do not hesitate to reach out. I look forward to spending this crucial time with the newest addition to our family.

Thank you.

Sincerely, Jane Doe

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