Use the letter below to craft your communication to HR. Only use the 5th paragraph if you intend to take child-rearing leave.

Dear [Insert name of current Superintendent of HR or Director of HR],

I am writing to inform you of my upcoming maternity [parental/adoptive leave].  I teach [insert your job title] at [insert your job site/sites].  My due date/adoption date is [insert your anticipated due date/adoption date], and I will contact your office with the actual date when it occurs.

Barring any medical need for bed rest or other interventions, I plan to commence my leave at the birth of my baby. [Or for adoptions, barring any unforeseen circumstances the adoption date is x]

I plan to take [insert # of weeks up to 12] weeks following this date. [Remember, under the new agreement you can get up to **12** weeks. That’s 60 days exclusive of vacations, but the paid portion will be equivalent to your bank of sick and personal days. The LEA sick bank can only gift days in the 8 week window following birth that is defined as a disability period or in the case of pre or post natal complications when a member has exhausted her personal accruals.]

At the conclusion of these twelve weeks, I plan to take an unpaid child-rearing leave of absence until [insert the date you plan to be out until- ex: “the conclusion of x school year].

I intend to return to my position as an [insert your job title] on [insert the date you plan to return- ex: “the of beginning of x school year].

Thank you for your attention to this matter and please contact me if you have any questions.