Use the letter below to craft your communication to HR. Only use the 4th paragraph if you intend to extend your maternity leave under FMLA. 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 leave.  I teach [insert your job title] at [insert your job site/sites].  My due date is [insert your anticipated due date], and I will contact your office with the birth 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.

In addition to the 56 days of paid maternity leave that starts when the baby is born, I plan to extend my maternity leave by four weeks under the *Family Medical Leave Act*.

At the conclusion of these twelve weeks, I plan to take a 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.