

Niagara Wheatfield Central School District
PO Box 309
Sanborn, NY 14132

Letter B: Submit four weeks after birth

Dear Dr. Howard:

On _____ I gave birth to a baby boy/girl and I am now weighing my options as to whether I will be requesting a Childrearing LOA, a Short Term LOA and/or Long Term LOA when I am released by the doctor. My next scheduled doctor's appointment is _____. I will request a doctor's note to confirm my release.

Upon my doctor's permission to return to work, I will notify your office, in writing, of my decision as to what type of leave I will be requesting. I will also state the starting and ending dates of my leave.

Thank you for your consideration and I look forward to hearing from you.

Signature: _____
School: _____

Date: _____

pc: Building Principal
Attendance
file

NOTE: If you are taking only your six and/or eight weeks sick time, you must submit a doctor's release note to return to work.