



Every Child, Every Chance, Every Day

Sample Child Rearing Letter

Name

Address

City, State, Zip

Date

Jean F. Lain, Assistant Superintendent for Personnel
Beacon City School District
10 Education Drive
Beacon, NY 12508

Dear Mrs. Lain:

I am writing to you to inform you that I am pregnant. My anticipated due date is _____. I intend to apply my accumulated sick leave against the time my doctor finds me unable to work as a result of my pregnancy and recovery time.

My intention for this time is as follows:

_____ I plan to utilize my accrued sick time for the duration of days that my doctor finds me unable to work. Please send a copy of my current attendance balance to me and to the BTA office for review.

_____ I plan to utilize my sick time against the time my doctor finds me unable to work. At such time that my doctor deems me able to return to work, I would like to continue my leave utilizing Child Rearing Leave as afforded me by Article XXI of the Collective Bargaining Agreement. I plan to return to work on_____.

I will notify you when my doctor determines the exact date I will stop working.

Sincerely,

cc: Dr. Fern Aefsky, Superintendent
Principal of your building
Diane D'uva, BTA Vice President