

September 2, 2014

Mr. Stephen Nembirkow, JD
Director of Budget & Human Resources
Chicopee Public Schools
180 Broadway
Chicopee, MA 01020

Re: Request for Maternity Leave

Dear Mr. Nembirkow:

I am applying for maternity/paternity leave to begin on:

Tuesday, October 14, 2014 and end on Monday, December 8, 2014.

I will exercise my legal and contractual right to use my sick days for any illness or disability related to my pregnancy or childbirth. I will provide medical documentation.

Please contact me if you need additional information.

Thank you for your assistance on this matter.

Sincerely,

cc:

CEA President

CEA Treasurer

Department Supervisor/Principal