101 Ridge Avenue

Medina, NY 14103

January 10, 2018

Mr. Mark Kruzynski, Superintendent.

Medina Central School District

One Mustang Drive

Medina, NY 14103

Re: Maternity Leave

Dear Mr. Kruzynski:

I am formally requesting a paid maternity leave to be certified by my physician, using any accumulated sick days for paid disability. This leave will begin on or about February 11, 2019 (last working day will be February 8th). I plan to return to my current position following the child rearing leave on or about April 1, 2019.

I will submit the proper documentation from my physician, which will allow the district to establish dates and provide for appropriate coverage for my position.

If I have exhausted my sick days as a non-tenured teacher, I understand that I may have to use unpaid time for my doctor certified medical leave.

If there is a change in dates from the information above, I will notify the district in writing and seek your approval.

Sincerely,

Kayla Richards

Math Teacher

Medina High School