

March 7, 2018

Dear Mr. Heino,

I am writing this letter to request an extension to my Child Care leave. My leave began with FMLA on September 5, 2017, which concluded after twelve weeks on December 4, 2017. I have been on unpaid leave since, which is scheduled to conclude on June 30, 2018. I am requesting to extend my unpaid leave time and return to my position at Chesterfield Elementary at the end of the first marking period, in November 2018. This extension will have my unpaid leave time total less than one year following FMLA, and is consistent with the leave I took with my first child. I appreciate your consideration, and please let me know if you have any questions or if there are any further requirements I need to complete for this request to go to the Board of Education.

Sincerely,

A handwritten signature in cursive script that reads "Jessica Davern".

Jessica Davern