



Exeter-West Greenwich Regional School District

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School Committee

JAMES H. ERINAKES, II, M.Ed.
Superintendent of Schools

MARIE-ELENA J. AHERN, Ed.D.
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Administration
SARAH E. DENTZ, M. Ed.
Director of Special Services

PATRICIA J. RUIZZO, MS.ITM.
Director of Administration

TAISABEL LOPEZ
District Treasurer

Date: _____

Dear Superintendent:

This letter is to notify you I will be taking leave for the following (Please check applicable box and fill out missing information)

MATERNITY LEAVE: For pregnancy, my due date is _____ and I anticipate working until _____. I plan on discharging accrued time per RIPFMLA. If needed, I may request additional leave or Leave without Pay past the allowed 13 weeks. I plan to return to work on _____

PARENTAL LEAVE: For the birth or adoption of a child. The date of the event is _____ and I anticipate working until _____. I plan on discharging accrued time per RIPFMLA. If needed I may request additional leave or a Leave without Pay past the allowed 13 weeks. I plan to return to work on _____

FAMILY CARE LEAVE: To care for a qualified sick family member. My leave will begin on _____ and I plan on discharging accrued time per RIPFMLA. If needed I may request additional leave or a Leave without Pay passed the allowed 13 weeks.

A doctor's note is attached

A doctor's note will be forwarded to the Human Resource office

SIGNATURE

DATE

Our Mission: Empowering Students: Dream...Reach...Succeed.

The Exeter-West Greenwich Regional School District does not discriminate on the basis of age, sex or sexual orientation, gender identity, marital status, religion, race, national origin, color, creed, political affiliation or disability in its employment policies.