

July 1, 2024

Nicole Locorotondo
[REDACTED]

High Bridge Board of Education
40 Fairview Avenue
High Bridge, NJ 08829

Dear Dr. Hobough and High Bridge Board of Education,
I am writing to formally notify you that I am pregnant and intend on taking maternity leave during the 2024-2025 school year.

My doctors have estimated that the baby is expected on October 11, 2024. Barring no medical conditions or complications I would like to remain working until Tuesday, October 1, 2024. I plan to return Monday, February 3, 2025 utilizing 10 sick days. If my plans change for any reason, I will let you know as soon as possible

I am committed to making this transition as smooth as possible and will do my utmost to ensure all my responsibilities are up to date before my leave. I am also happy to assist in any way possible in finding a temporary replacement during my maternity leave.

If you have any questions, I can be reached via email at nicole.d.locorotondo@gmail.com or by telephone at [REDACTED]. Please inform me of any forms, doctor's notes, or other information you require to enable this transition into my maternity leave.

Sincerely,
Nicole D. Locorotondo