

6/30/2026

Montabella Community Schools

1390 N County Line Rd.

Blanchard, Michigan 49310

To Whom it May Concern,

I am writing this letter to formally request maternity leave. My physician has estimated my due date to be November 12th, 2026. As a result, I am requesting medical leave of 12 weeks that would tentatively start November 9th, 2026 and end January 31st, 2027. I appreciate your consideration and support in allowing me time to adjust to becoming a first time mother, and look forward to my return as the Jr/Sr High Media Center Coordinator.

Thank you,

Hannah Ball

Media Center Coordinator

Montabella Jr/Sr High