

4/27/2023

Dear Dr. Hobaugh and the Board of Education,

This letter is to inform you that I am pregnant and plan to take maternity leave. My due date is 10/8/2023 and I plan to continue working until 9/15/23 due to a scheduled induction date prior to my due date. I plan to take maternity leave/ family bonding leave beginning on 9/18/2023 with a scheduled return date of 1/2/2024.

Best Regards,

A handwritten signature in cursive script, appearing to read "S. Richards", with a long horizontal flourish extending to the right.

Samantha Richards