

## SAMPLE-CRL EXTENTION LETTER

[DATE]\_\_\_\_\_  
(at least 60 days prior to extending)

Ms. Nicole Tibbetts,  
Director of Human Resources  
East Brunswick Public Schools  
760 Route 18  
East Brunswick, NJ 08816

Re: Request for Child Rearing Leave Extension

Dear Ms. Tibbetts:

I am currently approved for a maternity child rearing leave of absence with a return date of [DATE]\_\_\_\_\_. I am requesting an extension of this child rearing leave of absence through [DATE]\_\_\_\_\_.

It is my intention to return to my position on [DATE]\_\_\_\_\_, the beginning of the [20XX SCHOOL YEAR, 1<sup>ST</sup> MARKING PERIOD, 2<sup>ND</sup> MARKING PERIOD, ETC.]\_\_\_\_\_.

May I please have written notification from the Board of Education that this extension has been granted.

Sincerely,

[YOUR NAME]\_\_\_\_\_

[This may be sent via email or mail. Must be sent 60 days prior to end of the currently child rearing leave, or by April 15<sup>th</sup> if previous leave ends June 30th]