



METROPOLITAN SCHOOL DISTRICT OF PIKE TOWNSHIP

Administrative Services Center

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Phone: 317-387-2239 Fax: 317-387-2290

<http://www.pike.k12.in.us>

Eric Parquet

Director of Human Resources

ADOPTIVE LEAVE REQUEST

Eric Parquet
Director of Human Resources
Metropolitan School District of Pike Township
Indianapolis, IN 46268

I am requesting a maternity leave of absence in accordance with the Master contract between the Board of Education of the Metropolitan School District of Pike Township and The Pike Classroom Teachers Association.

I would like to begin my leave on _____ and continue through _____ . I will return to work on _____ .

I would like to use _____ personal illness days for my leave. *(A maximum of 5 days with pay shall be provided for such leave. A maximum of 15 illness may be used.)*

In accordance with our Master Contract, I will provide a note from my doctor, which verifies my pregnancy and expected date of delivery.

Signature Date

Print Name

School Grade