

Financial concerns regarding unpaid leave extension

Subject: Maternity Leave Extension Request with Financial Considerations

Dear [Manager's Name],

I hope you are doing well. I am reaching out to discuss extending my maternity leave beyond the original end date of [date] while also addressing some financial concerns that have arisen.

Due to [reason for extension - medical, bonding, childcare], I need to request an additional [timeframe] of leave. However, I understand that this extension may be unpaid, which presents some financial challenges for our family during this already expensive time with a new baby.

I would like to explore all available options, including:

- Utilizing any remaining vacation or personal time
- Discussing the possibility of a part-time or remote work arrangement
- Understanding eligibility for any company assistance programs
- Exploring a gradual return-to-work schedule

I am eager to return to my role and contribute to our team's success, but I also need to ensure that my family's immediate needs are met. Would it be possible to schedule a meeting to discuss these options and find a solution that works for both the company and my family?

I appreciate your time and consideration in helping me navigate this situation. Your support during this transition would mean a great deal to me.

Thank you for your understanding.

Sincerely,

[Your Name]

[Position Title]

[Contact Information]

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