

Extended leave due to premature birth complications

Subject: Urgent: Maternity Leave Extension - Premature Birth

Dear [HR Director's Name],

I am writing to inform you of an unexpected change in my maternity leave plans due to the premature birth of my child on [birth date], which was [number] weeks earlier than anticipated.

My baby was born at [gestational age] weeks and is currently receiving care in the Neonatal Intensive Care Unit (NICU) at [hospital name]. The medical team has indicated that my child will require an extended hospital stay of approximately [timeframe], during which my presence is crucial for both medical decision-making and the baby's developmental needs.

Due to these extraordinary circumstances, I am requesting an extension of my maternity leave for an additional [number] weeks beyond my originally approved leave period. This extension is necessary to:

- Support my premature infant through critical early development
- Participate in essential medical care decisions
- Establish feeding routines once released from NICU
- Ensure proper transition to home care

I have attached documentation from our medical team outlining the expected timeline and medical necessity for my continued presence. I understand this situation is unusual and appreciate your flexibility during this challenging time.

I will provide regular updates on our situation and give as much advance notice as possible regarding my anticipated return date.

Thank you for your compassion and support during this difficult period.

Respectfully,

[Your Name]

[Department/Position]

[Contact Information]

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