

Date

Recipient

Subject: **Notice for adoption leave (five weeks)**

Dear Sir or Madam:

In conformity with 5-13.46, I wish to inform you that I will be taking a five-week leave for an adoption from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_.

I also wish to continue to benefit from the insurance plans for which I am eligible, and to pay my contributions to premiums.

I wish to apply to QPIP for the basic/special benefit plan.

Sincerely,

Name

Mailing Address

c.c. : Local Union