

Date

Recipient

Subject: **Notice for leave for the adoption of a spouse’s child (maximum of five working days of leave, which only the first two shall be paid)**

Dear Sir or Madam:

This is to inform you, in conformity with clause 5-13.49, that I will be absent for an adoption on the following dates: \_\_\_\_\_\_\_\_\_\_

If applicable, for the day or days of this leave which will be unpaid, I wish to continue to participate in the insurance plans for which I am eligible and to pay my contribution.

Attached is a document providing proof of the adoption.

Sincerely,

Name

Mailing Address

c.c. : Local Union