

Date

Recipient

Subject: **Notice to change an option to extend, without salary, a maternity, paternity or adoption leave**

Dear Sir or Madam:

I am currently on a leave-of-absence to extend a maternity, paternity or adoption leave according to option b), d), or e) of clause 5-13.60.

In conformity with clause 5-13.62, I wish now to change the option which I chose earlier and my new option will be the following for next year:

[Please indicate the new option with beginning and end dates]

Sincerely,

**Name**

**Mailing Address**

c.c. Local union