

Date

Recipient

Subject: Notice of Leave Related to Birth of a Child (Father or Partner – five paid days)

Dear Sir or Madam:

This is to inform you, in conformity with clause 5-13.30 of my absence related to a birth on the following date: \_\_\_\_\_\_\_\_\_\_

Attached you will find a medical certificate which attests that my spouse will give birth (or has given birth) on the \_\_\_\_\_\_\_\_\_\_.

Sincerely,

Name

Mailing Address

c.c. : Local Union