Date (Month-Day-Year)

Recipient

Human Resources Department

Address of your school board

Notice of paternity leave

(five weeks or three weeks)

Dear Sir or Madam:

In conformity with clause 5-13.31, this is to inform you that I will be taking paternity leave from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I also wish to continue to participate in the insurance plans for which I am eligible, and to assume the entire costs of premiums, all in conformity with clause 5-13.22.

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

Best regards,

Signature

Name

Address

c. c. : Local Union