

Date

Recipient

Subject: Notice of part-time leave without salary (option e) to extend a maternity, paternity or adoption leave to complete the school year in progress

Dear Sir or Madam:

In conformity with clause 5-13.60 e) and 5-13.66, here is my notice of leave which will be an extension of my maternity leave (or paternity or adoption leave, whichever the case) from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_.

During this extension of my leave, and until the end of the work year in-progress, I choose not to work (or to work).

I also wish to continue to participate in the insurance plan for which I am eligible and to pay the full cost of premiums in conformity with clause 5-13.69.

Sincerely,

Name

Mailing Address

c.c. : Local Union