

Date

Recipient

Subject: Notice of Timing of Part-Time Leave Without Salary To Extend a Maternity, Paternity, or Adoption Leave for the First or Second Complete School Year (option e)

Dear Sir or Madam:

In conformity with clause 5-13.60 e) and 5-13.66, here is my notice of the timing of the first or second complete school year of my part-time leave without salary.

My part-time leave without salary will extend throughout the 20\_\_ - 20\_\_ school year

I request the school board to consider the possibilities outlined in the collective agreement and to inform me precisely of the set time in my schedule when I will be on unpaid leave for part of a week throughout the school year. If it is possible to reach an agreement with the school board, I would like the set time to be as follows: \_\_\_\_\_\_\_\_\_\_

I hope to hear your decision on this matter within a satisfactory delay.

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