

Date

Recipient

Subject: **Notice of leave without salary or part time leave without salary for parental responsibilities**

Dear Sir or Madam:

In accordance with clause 5-13.71, because I have an underage child experiencing socioemotional problems [or a handicap or illness] and this situation requires my presence to care for him or her, please consider this a notice:

* Of part time leave without salary for a full school year [check] or

* Of a leave without salary for a full school year [check] or
* Of a leave without salary for part of a year [check]

I also wish to continue to participate in the insurance plans 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