

Date

Recipient

Subject: Notice of Paternity Leave (five weeks or three weeks)

Dear Sir or Madam:

This is to inform you, in conformity with clause 5-13.31, that I will be taking a 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 the premiums, all in conformity with clause 5-13.22.

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

Sincerely,

Name

Mailing Address

c.c. : Local Union