

Date

Recipient

Subject: Notice of Postponement of Vacation

Dear Sir or Madam:

My maternity, paternity, or adoption leave coincides in part with the summer break (or “March” break). Here is my notice to postpone \_\_\_ days which would then be placed from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ inclusively, all in conformity with clause 5-13.22.

Sincerely,

Name

Mailing Address

c.c. : Local Union