

Date

Recipient

Subject: **Using accumulated sick leave days to extend a leave foreseen in Chapter 5-13.00**

Dear Sir or Madam:

In conformity with 5-10.31d), please be advised that I will use \_\_ sick leave days in my account to extend my maternity leave (or a special leave, or leaves related to paternity or adoption without salary, as fits the case), from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_.

Sincerely,

Name

Mailing Address

c.c. : Local Union