

Draft Letter Model to Apply for Pregnancy and Parental/Adoption Leave

[Name of HR Officer],
Human Resources Officer, Teaching Staff
Hastings and Prince Edward District School Board
156 Ann Street
Belleville, ON K8N 1N9

Date

Dear *[Name of HR Officer],*

This letter will serve as my request, as required by Article 31 PREGNANCY, PARENTAL/ADOPTION and FAMILY MEDICAL LEAVE, of the current Collective Agreement, for a *[stipulate the time period, the Standard Leave is fifty-two [52] weeks with Extended Leave available for up to seventy-eight [78] weeks.]* maternity leave of absence beginning *[month, date, year]* and ending *[month, date, year]*. Enclosed is the required certificate, signed by my attending physician.

I currently work in a *[X%]* Full Time Equivalent, grade *[x]* position at *[Name of school]*.

Sincerely,

[Your name]
[Your address]
[Your Home phone number]

cc: *[Principal]*

H.R. will copy to the Principal, Payroll, Benefits and Personnel File