

SAMPLE LETTER – Leave of Absence under Article 29

Your address

Date (should be no later than March 31)

Andre Labrie
Superintendent of Human Resources
Limestone District School Board
220 Portsmouth Avenue
Kingston, Ontario
K7L 4X4

Re: Leave Of Absence For Reasons other than Professional Enrichment - Article 29

Dear Mr. Labrie:

Please accept my request for a Leave Of Absence for Reasons other than Professional Enrichment under Article 29 of the Collective Agreement for the 20XX - 20YY school year. I will be returning to my full entitlement September 20YY.

Sincerely,

your signature

Your Name

cc: Joan Jardin, District Officer
Paula Medeiros, Secondary Staffing
(your principal)