

SAMPLE LETTER - Reduction of Teaching Load (year)

Your name

Date

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

Re: Reduction of Teaching Load for the 200X - 200Y school year

Dear Mr. Labrie:

I respectfully request a reduction of teaching load from 6/6 to 4/6 entitlement for the 200X - 200Y school year according to Article 18 of the Collective Agreement. Specifically, I would like to teach two (2) classes each semester. I wish to have my pay divided equally through the calendar year. (If the semesters are balanced, the Board will do this automatically.) It is my intention to return to full entitlement for the 200Y - 200Z school year.

Sincerely,

Your signature

Your Name

cc: Teresa Marrello, District Officer
Paula Medeiros, Secondary Staffing
(*your principal*)

SAMPLE LETTER - Reduction of Teaching Load (Sem I)

Your name

Date

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

Re: Reduction of Teaching Load for Semester I of the 200X - 200Y school year

Dear Mr. Labrie:

I respectfully request a reduction of teaching load from 3/3 to 2/3 entitlement for Semester I of the 200X - 200Y school year according to Article 18 of the Collective Agreement. I wish to have my pay divided equally through the calendar year (or not). It is my intention to return to full entitlement for the 200Y - 200Z school year. (You may still reduce your teaching load for Semester II up to November 15.)

Sincerely,

Your signature
Your Name

cc: Teresa Marrello, District Officer
Paula Medeiros, Secondary Staffing
(*your principal*)

SAMPLE LETTER - Reduction of Teaching Load (Sem II)

Your name

Date

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

Re: Reduction of Teaching Load for Semester II of the 200X - 200Y school year

Dear Mr. Labrie:

I respectfully request a reduction of teaching load from 3/3 to 2/3 entitlement for Semester II of the 200X - 200Y school year according to Article 18 of the Collective Agreement. It is my intention to return to full entitlement for the 200Y - 200Z school year.

Sincerely,

Your signature

Your Name

cc: Teresa Marrello, District Officer
Paula Medeiros, Secondary Staffing
(*your principal*)