

*[Date]*

Mr. Larry Hope  
Director of Education  
Trillium Lakelands District School Board  
P.O. Box 420  
300 County Road #36  
Lindsay, Ontario  
K9V 4S4

Dear Mr. Hope,

I am currently on a Pregnancy/Parental Leave for the school [2013-2014] year. I am writing this letter to request an Extended Child Care Leave as outlined in article 18.08 of the TLETL Collective Agreement.

*(If your current leave is not from Sept. – June, you would have to give the exact dates for the start and end of your leave.)*

According to Article 18.08.02, when I return from this Extended Child Care Leave, I will be reinstated to position and work site which I held prior to the leave, if the position still exists, or to a comparable position, if it does not exist.

*[You may wish to mention that you will continue whatever benefits you have paid for during your Pregnancy/Parental Leave, if you have been doing so.]*

Thank you in advance for your consideration in this matter.

Sincerely,

c.c. Principal  
Steve Colliver