

*[Date]*

*[Name of Superintendent of HR]*, Superintendent of Human Resources

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

This letter is my request for a personal unpaid leave of absence for the period, *[Month & Date, Year, to Month & Date, Year]*, in accordance with Article 28 – LEAVES OF ABSENCE in the Elementary Collective Agreement.

It is my understanding that, subject to the granting of the request, upon completion of this leave *[Month & Date, 20\_\_ ]*, I will automatically revert to my full teaching entitlement *[X%]*, subject to the Transfer and Surplus Process.

Sincerely,

*[Member's Name]*

*[Teaching Assignment]*

*[School]*

cc. *[Principal]*

*[Name of the Local's President]*, ETFO President