

[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 *[X%]* partial leave of absence from my *[Y%]* teaching responsibilities, effective *[Month & Date, Year]*, to *[Month & Date, Year]*, in accordance with Article 28 – LEAVES OF ABSENCE in the Elementary Collective Agreement and Article 39.02 Part-Time Leave.

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

Sincerely,

[Member's Name]

[Teaching Assignment]

[School]

cc. *[Principal]*

[Name of the Local President], ETFO President