\_\_\_\_\_\_\_ \_\_\_, \_\_\_\_\_\_\_\_

*Month Day Year*

Ms Wendy Bernier

Interim Director of Human Resources

Riverside School Board

**Subject : Request for leave in the event of a birth or adoption (five paid days)**

Madam:

This is to inform you, in conformity with clause 5-13.30 (birth) or 5-13.45 (adoption), of my absence on the occasion of a birth or adoption on the following dates:

Attached is a medical certificate which attests that my spouse will give birth (or has given birth) on the      , or a document which proves an adoption.

With best regards,

Name

Address

Encl.

c. c. : Riverside Teachers’ Union

\_\_\_\_\_\_\_ \_\_\_, \_\_\_\_\_\_\_\_

*Month Day Year*

Ms Wendy Bernier

Interim Director of Human Resources

Riverside School Board

**Subject : Request for adoption leave (five weeks)**

Madam:

In conformity with 5-13.46, I wish to inform you that I will be taking a five-week leave for an adoption from       to      .

I also wish to continue to benefit from the insurance plans for which I am eligible, and to pay my contributions to premiums. .

Please send me by return mail an employment statement to direct to QPIP (RQAP).

I wish to apply to QPIP for the basic/special benefit plan.

With best regards,

Name

Address

cc Riverside Teachers’ Union

\_\_\_\_\_\_\_ \_\_\_, \_\_\_\_\_\_\_\_

*Month Day Year*

Ms Wendy Bernier

Interim Director of Human Resources

Riverside School Board

**Subject : Request for leave for the adoption of a spouse’s child**

Madam:

This is to inform you, in conformity with clause 5-13.49, that I will be absent for an adoption on the following dates:

If applicable, for the day or days of this leave which will be unpaid, I wish to continue to participate in the insurance plans for which I am eligible and to pay my contribution.

Attached is a document providing proof of the adoption.

With best regards,

Name

Address

Encl..

c. c. : Riverside Teachers’ Union

\_\_\_\_\_\_\_ \_\_\_, \_\_\_\_\_\_\_\_

*Month Day Year*

Ms Wendy Bernier

Interim Director of Human Resources

Riverside School Board

**Subject : Request for unpaid leave for the purpose of an adoption**

Madam:

In conformity with clause 5-13.47, please consider this a request for leave without pay for the purpose of an adoption, from       to      .

I also wish to continue to participate in the insurance plans for which I am eligible and to pay the full cost of premiums.

With best regards,

Name

Address

c. c. : Riverside Teachers’ Union