

# SAMPLE LETTER - Leave of Absence under Article 26

Your address

Date (should be no later than March 31)

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

## **Re: Leave Of Absence For Reasons other than Professional Enrichment - Article 26**

Dear Mr. Labrie:

Please accept my request for a Leave Of Absence For Reasons other than Professional Enrichment under Article 26 of the Collective Agreement for the 200Y - 200Z school year.

Sincerely,

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