

City, Month day, 20xx

Mr./Mrs. First name Last name

Human Resources Department

Champlain College Lennoxville

2580 College Street

Sherbrooke, Quebec J1M 2K3

Dear Mr./Mrs. Last name:

**Subject: Leave Without Pay — Article 5-22.00**

I hereby wish to request full-time leave without pay, in compliance with Article 5-22.00 of the teachers’ collective agreement. Such leave would take place from Month day, 20xx to Month day, 20xx.

Specify the reason(s) for your request (if such leave is taken to occupy another position, an agreement must be entered at an RCS meeting or college-union meeting).

Besides, I wish (or not) to continue to benefit from the advantages of my group insurance (life and salary) and retirement plans, in accordance with clause 5-22.01.

Sincerely,

First name Last name

Title

Department

Carbon copy: SECCL Union