

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 for Professional Development – full/or part-time (to be specified) — Article 7-3.00**

I hereby wish to request **full-time (or part-time) leave without pay for professional development**, in compliance with Article 7-3.00 of the teachers’ collective agreement. Such leave would take place during the fall/winter 20xx semester [or] during the 20XX-20XX academic year.

Specify the reason(s) for your request.

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 7-3.01.

Thank you in advance for your attention towards my request.

Sincerely,

First name Last name

Title

Department

Carbon copy: XX Union