

Sample Maternity Leave Request Letter

*[Street Address]
[City], [Province]
[Postal Code]
[Date]*

*[Name]
Senior Education Officer, Human Resources
[School District Address]*

Dear [Name]:

I am writing to request maternity leave as per Article 17 of the Provincial Collective Agreement/Article 28 of the Labrador West Collective Agreement. My expected date of delivery is [Date] [and I am anticipating accessing paid sick leave, if necessary, for a period of time from my delivery date until I am medically cleared to return to work. A medical note will be provided for this period].

From that point, I am requesting maternity leave, with an expected return to work on [Date]. [If I decide to extend my maternity leave beyond this date, I will provide reasonable notice of same.]

Thank you and I look forward to your response.

Sincerely

*[Name]
[School]*

Copy to: [School principal]