

SAMPLE LETTER TO APPLY FOR MATERNITY LEAVE

<insert date>

Mo Mitchell
Human Resources,
Upper Grand District School Board,
500 Victoria Rd. North,
Guelph, ON
N1E 6K2

Dear Mo Mitchell:

I am expecting a baby on <insert due date> and I have enclosed my application for maternity leave to commence on <insert date>. I have enclosed a letter from my medical practitioner with the EDC. I will advise the Board of the actual date of delivery after the baby is born and will provide a copy of the hospital record of birth and my E.I. Benefit Statement from Service Canada in order that the Board may calculate the SEB and top-up to which I am entitled under Article 11.03 of the Collective Agreement.

I may be reached at <insert name of your school> or you can contact me at <insert phone #>.

Thank you for your attention to this matter.

Sincerely,

<insert your name>
<insert name of school>

cc: <insert principal's name>