

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: Half-Time Leave — Article 5-16.00**

I hereby wish to request half-time leave in accordance with Article 5‑16.00 of the teachers’ collective agreement. Such leave would take place during the fall/winter 20xx semester [or] during the 20XX-20XX academic year (leave distribution between both semesters will be specified at a later time).

Specify the reason(s) for your request.

I wish (or not) to maintain, for retirement plan eligibility, my full-time retirement plan contribution. Therefore, I shall be paying my share and 50% of the College’s share in compliance with clause 5-16.02.

Sincerely,

First name Last name

Title

Department

Carbon copy: XX Union