

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 Not Covered by the Collective Agreement — Article 4‑3.11 e)**

I hereby wish to request leave without pay not covered by the collective agreement, in compliance with Article 4-3.11 e) of the teachers’ collective agreement. Specify the nature (part-time or full-time) and duration (one semester, one year, a few weeks, etc.) of requested leave.

Specify the reason(s) for your request.

Sincerely,

First name Last name

Title

Department

Carbon copy: SECCL Union