

# Sample Maternity Leave Request Letter

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

[Name]  
Director of 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,

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[Name]  
[School]

Copy to: [School principal]