Date (Month-Day-Year)

Recipient

Human Resources Department

235 Mnt Lesage, Rosemère, QC J7A 4Y6

**Notice of postponement of vacation**

Dear Sir or Madam:

My maternity, paternity or adoption leave coincides in part with the summer break (or March break). Here is my notice to postpone\_\_\_\_ days which would then be placed from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ inclusively, all in conformity with clause 5-13.22.

Best regards,

Signature

Name

Address

c. c. : Laurier Teachers Union