

## SAMPLE LETTER -- Reduction of Teaching Load

Your name

Date

Susan McWilliams  
Superintendent of Human Resources  
Limestone District School Board  
220 Portsmouth Avenue  
Kingston, Ontario  
K7L 4X4

**Re: Reduction of Teaching Load for the 20XX – 20YY school year**

Dear Ms McWilliams:

I respectfully request a reduction of teaching load for Semester 1 from 6/6 to 5/6 entitlement for the 20XX – 20XX school year according to Article 18 of the Collective Agreement. Specifically, I would like to teach two courses Semester 1 and three courses Semester 2. I wish to have my pay divided equally through the calendar year. It is my intention to return to full entitlement for the 20XX – 20XX school year.

Sincerely,

cc: John Vince, Chief Negotiator  
Paula Medeiros, Secondary Staffing  
(*your principal*)

## SAMPLE LETTER --- Reduction of Teaching Load (Sem I)

Your address

Date (should be no later that March 31)

Susan McWilliams  
Superintendent of Human Resources  
Limestone District School Board  
220 Portsmouth Avenue  
Kingston, Ontario  
K7L 4X4

**Re: Reduction of Teaching Load for Semester I of the 20XX – 20YY school year**

Dear Ms McWilliams:

I respectfully request a reduction of teaching load from 3/3 to 2/3 entitlement for Semester I of the 20XX – 20YY school year according to Article 15 of the Collective Agreement. I wish to have my pay divided equally through the calendar year (or not). It is my intention to return to full entitlement for the 20YY – 20ZZ school year. (You may still reduce your teaching load for Semester II up to November 15.)

Sincerely,

cc: John Vince, Chief Negotiator  
Paula Medeiros, Secondary Staffing  
(your principal)

## SAMPLE LETTER -- Reduction of Teaching Load (Sem II)

Your address

Date (should be no later than November 15)

Susan McWilliams  
Superintendent of Human Resources  
Limestone District School Board  
220 Portsmouth Avenue  
Kingston, Ontario  
K7L 4X4

**Re: Reduction of Teaching Load for Semester II of the 200X -- 200Y school year**

Dear Ms McWilliams:

I respectfully request a reduction of teaching load from 3/3 to 2/3 entitlement for Semester II of the 20XX – 20YY school year according to Article 15 of the Collective Agreement. It is my intention to return to full entitlement for the 20YY – 20ZZ school year.

Sincerely,

cc: John Vince, Chief Negotiator  
Paula Medeiros, Secondary Staffing  
(*your principal*)