

Sample Letter --- Fully surplus, leave of absence, remain available for placement

Your address

Your home phone

Your summer contact information

Date

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

Dear Ms McWilliams:

Having received a letter stating that I was surplus to the Limestone District School Board, I am requesting a Leave of Absence for my full entitlement under Articles 20.5 .8 and 29.0 of the collective agreement.

I would like to continue my employment with the Limestone District School Board and so while on leave, I would like to be offered any regular teaching positions for which I am eligible.

Thank you for your attention to this matter.

Sincerely,

*Your signature*

Your Name  
Your School(s)

cc: John Vince, Chief Negotiator, OSSTF District 27  
Paula Medeiros, Secondary Staffing Coordinator, LDSB  
(your principal)