

SAMPLE LETTER TO SUPERVISOR ADVISING OF LEAVE

- *For use by auxiliary employees without benefits*
- *Contact MyHR for assistance if required*
- *Delete all * lines*
- *Delete all paragraphs that don't apply*
- *Replace CAPITALIZED words as appropriate*
- *Use your own letterhead*

Date

Supervisor's Name
Branch

Re: <INSERT LEAVE(S)>

Please be advised my last working day will be <DATE>, with an expected return date of <DATE>. During this period I will be taking the following leaves:

**List only the leaves that apply and include as many leave periods as required for pre-placement adoption leave.*

Maternity:	<DATES of LEAVE PERIOD>
Parental:	<DATES of LEAVE PERIOD>

**For maternity leaves:*
Attached is a doctor's note stating my due date of <DATE>.

**For parental leaves only:*
Attached is a copy of the birth certificate.

**For parental leaves only (if still waiting for birth of baby):*
A copy of the birth certificate will be forwarded as soon as it is available.

Thank you,

Employee Name

pc: submit copy of signed letter via AskMyHR