

**RED RIVER VALLEY SCHOOL DIVISION  
DIVISION SCOLAIRE VALLÉE de la RIVIÈRE-ROUGE**

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\_\_\_\_\_  
(Date)

To: \_\_\_\_\_  
(Principal or Supervisor)

**RE: LEAVE REQUEST**

\_\_\_\_\_  
(name of staff member)

\_\_\_\_\_  
(name of School)

\_\_\_\_\_  
(present assignment)

I would like to apply for Maternity Leave\* from \_\_\_\_\_ to \_\_\_\_\_.  
(start date) (end date)

I will then be taking Parental Leave\*\* from \_\_\_\_\_ to \_\_\_\_\_.  
(start date) (end date)

Sincerely,

\* Maximum of 17 weeks. The mother can start collecting maternity benefits either up to 8 weeks before she is expected to give birth or at the week she gives birth.

\*\* Maximum of 35 weeks

*4 weeks notice is required when applying for leave*

*That each of us will be life long learners*

*A medical certificate must also be submitted*

*c: Lisa Bjerring, HR Coordinator (Division Office)*

*That each of us will be life long learners*