

## Sample Notice of Maternity Leave

---

Date

Superintendent of Human Resources  
School Division  
Address  
City Province Postal Code

Dear \_\_\_\_\_:

Pursuant to *The Saskatchewan Employment Act*, I am applying for maternity leave to commence on the date of birth of my child. The anticipated date of birth is \_\_\_\_\_.

While it is my intention to continue the leave for the 18 weeks of maternity leave, should unforeseen circumstances arise, I will return to work upon giving four weeks' written notice.

Upon completion of maternity leave, it is my intention to proceed with parenting leave. I anticipate returning to teach on \_\_\_\_\_. Should unforeseen circumstances arise, I will return to work upon giving four weeks' written notice.

Enclosed is a statement from my doctor specifying the anticipated date of birth of my child.

I am aware of the SEB Plan in the Provincial Collective Bargaining Agreement. My application (Form 8-I) is enclosed.

Thank you for your assistance and co-operation in this matter.

Sincerely,

## Sample Notice of Return to Work

---

Date

Superintendent of Human Resources  
School Division  
Address  
City Province Postal Code

Dear \_\_\_\_\_:

Pursuant to *The Saskatchewan Employment Act*, I am hereby giving notice of my return to work on \_\_\_\_\_.

I look forward to hearing from you at your earliest convenience to confirm necessary arrangements for my return to teaching.

Thank you for your assistance and co-operation in this matter.

I can be reached at (home phone, cellphone, email).

Sincerely,