

MATERNITY LEAVE REQUEST LETTER

Employee Name: _____ Employee ID: _____

Position/Title: _____

Department: _____

To:

Human Resources Department

Company Name

Company Address

Subject:

Request for Maternity Leave under Canada Labour Standards

Dear Sir/Madam,

I am writing to formally request maternity leave in accordance with the Canada Labour Code and applicable provincial employment standards legislation. I have reviewed the company's maternity leave policies and understand my rights and obligations under Canadian law.

My expected due date is as indicated in the medical certificate provided to Human Resources. I intend to commence maternity leave on _____ (start date) and expect to return to work on _____ (anticipated return date). I understand that maternity leave can be taken for a maximum period as prescribed by applicable laws, up to a total of 17 weeks for maternity leave, with an option to combine with parental leave as applicable.

During my absence, I will ensure that all my responsibilities are properly delegated and that a smooth transition plan is in place. I am available to assist in training a temporary replacement or managing handover as necessary.

Please confirm receipt of this letter and advise me of any required documentation or further steps to complete the maternity leave process. Should you require additional information, I am available to discuss at your convenience.

Thank you for your attention to this matter.

Sincerely,

Employee Signature: _____

Date: _____

Employee Signature

HR Representative Signature

Signature: _____

Signature: _____

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