



To whom it may concern:

RE: Union Leave for [redacted] to attend [redacted]  
for the Canada Employment and Immigration Union (CEIU)

As per Article [redacted] of the collective agreement, the Canada Employment and Immigration Union (CEIU) is requesting the participation of [redacted] for [redacted] being held in [redacted] **according to Collective Agreement and Article [redacted]**

This leave is approved by CEIU from [redacted] to [redacted] for a total of [redacted] hours.

As per Article 14.15, please invoice CEIU at the following address:

Canada Employment and Immigration Union  
c/o Finance Department  
275 Slater Street, Suite 1204  
Ottawa, ON K1P 5H9

Below you will find the link to the procedures to be followed for both the manager and the employee:

[http://iservice.prv/eng/hr/labour\\_relations/managers\\_corner/labour\\_relations\\_tools.shtml](http://iservice.prv/eng/hr/labour_relations/managers_corner/labour_relations_tools.shtml)

Thank you for your attention to this matter.

Sincerely,

Jacques Perrin, NVP-NCR

c.c. Kimberley Smith, CEIU - Finance