



**Lloydminster Catholic School Division  
Compassionate Leave of Absence  
Extra-ordinary Circumstances**

See LINC 10.1 for further explanation:

Date:

Dear Mr. McCarthy:

I \_\_\_\_\_, am writing to request a Compassionate Leave of  
(Name)

Absence (Section 10.1 of LINC Agreement) for \_\_\_\_\_. This request  
(Date/s)

is based upon \_\_\_\_\_.  
(Reason)

Thank you for considering my request and I look forward to discussing this issue further or answering any questions.

Sincerely,

\_\_\_\_\_  
Signature