

Employees Address

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Date \_\_\_\_\_

Dear Line Manager /Name,

**Appeal against decision not to grant me 5.6 weeks paid leave.**

I wish this letter to be recognised as my formal appeal against the decision taken on behalf of Trinity not to allow me to take 5.6 weeks paid leave within the reference period of 01.9.09 to 31.08.10.

I request a meeting to discuss this matter preferable during working time and I wish to apply my statutory and contractual right to be represented at any such meeting by Victor Fraser Unite the Union who is my chosen union rep.

I await your written reply at your earliest convenience.

Yours Faithfully

Signed

cc: Victor Fraser COTA Learning Rep