

Sample Child Care Letter

Date

Your Name

Your Address

Your City, State Zip

Mr./Dr. John Doe, Superintendent
Valley Central School District
944 Route 17K
Montgomery, NY 12549

Dear Dr. Doe;

I am writing to inform you that I am pregnant. My estimated due date is _____. I intend to apply my unused accumulated sick leave against the time my doctor finds me disabled and unable to work as a result of my pregnancy.

Insert the applicable paragraph below:

Paragraph/Choice #1: I plan to only utilize sick time for the duration that my doctor finds me unable to work. I am assuming that I have enough available sick and personal time to do this. Please immediately send a copy of my current attendance balance to me and to the VCTA office for review.

Paragraph/Choice #2: I plan to utilize my sick time against the time my doctor finds me unable to work. Once my doctor finds me able to return to work, I would like to continue my leave utilizing child care leave as afforded me by Article XXII of the Collective Bargaining Agreement. I plan to return to work on _____. Therefore, please provide me with a pro-ration statement of my contract salary that specifies my gross per diem rate, the amount of days I have worked thus far this year, the balance of the gross salary I have yet to receive, the dates on which I will be paid, and the gross amount of my remaining paychecks. Please send a copy of this proration to the VCTA office for review. Also please indicate my FMLA coverage based on my estimated date of delivery.

I will notify you when my doctor is able to determine the exact date I will need to stop working. If I can be of any assistance in finding a substitute for my position please do not hesitate to ask.
Sincerely,

Sincerely,

Your Name

pc: Assistant Superintendent, Human Resources
Building Principal
VCTA President/Union Office