

Childcare Leave Form Letter (VCTA-Teachers' Unit)

- **Directions are bold and should not be included in your letter.**
- *Italicized and underlined* sections must be replaced with the appropriate information or deleted if not applicable.

Date

Your Name

Your Address

Your City, State Zip

Ms./Dr. Jane Doe, Superintendent

Valley Central School District

944 Route 17K

Montgomery, NY 12549

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you of my pregnancy and to discuss my plans regarding the utilization of sick leave during this period. My estimated due date is [insert date], and I would like to apply my unused accumulated sick leave when my doctor deems me disabled and unable to work due to my pregnancy.

Paragraph/Choice #1:

I intend to use sick time solely for the duration that my doctor finds me unable to work. I have enough available sick and personal time for this medical leave.

Paragraph/Choice #2:

I plan to utilize my sick time during the period my doctor determines me unfit for work. Once my doctor certifies my ability to return to work, I wish to continue my leave using child care leave as outlined in Article XXII of the Collective Bargaining Agreement. I am aiming to return to work on [insert return date]. To facilitate this, could you please provide a pro-ration statement of my contract salary based on my estimated date of delivery? This statement should detail my gross per diem rate, the number of days I have worked this year, the outstanding balance of my gross salary, the dates on which I will receive payments, and the gross amount of my remaining paychecks. Kindly send a copy of this proration to the VCTA office for their records. Once my doctor can determine the exact date I will need to stop working, I will promptly notify you. Should you require any assistance in finding a substitute for my position, please feel free to reach out.

Additionally, I would appreciate it if you could confirm my FMLA coverage based on my estimated date of delivery.

Thank you for your understanding and support during this exciting time. I look forward to working together to ensure a smooth transition during my absence.

Sincerely,

[Your Name]

[Your Contact Information]