

Oregon Virtual Education
Charter School

Code: GCBDA/GDBDA-AR(3)
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Sample Letter to Employee

The following is a sample cover letter to an employee notifying the employee that the employer is treating a request for leave as a request for leave (either paid or unpaid) that will reduce the employee's leave entitlement. This letter should be mailed to the employee within two working days after the employee's request for the leave along with the leave notice form.

Dear Employee:

On ___ (date) ___ you advised the public charter school that you were requesting a leave. Under our policy, leaves of absence that qualify for family and medical leave run concurrently with other types of leave such as sick leave, vacation leave, and short-term disability leave. This leave cannot run concurrently with workers' compensatory leave.

We understand the purpose of your requested leave qualifies as family medical leave under policy. Accordingly, this letter is to notify you that the leave will be counted against your annual leave entitlement. Also attached is a form entitled Notice to Employee which contains other information for you regarding family medical leave.

Sincerely,

Executive Director

Enclosure (Notice to Employee form)