Dear [INSERT ASSOCIATION PRESIDENT’S NAME HERE]

During the 2015 legislative session Senate Bill 454 regarding paid sick time was passed and become effective on January 1, 2016. The benefits under this new law requires policy be developed by the Board for implementation. The District intends to comply with the law on this new employee paid sick time for all District employees and the following are the proposed changes the District is proposing to make:

[Insert a summary of the specific provisions of the policy: etc. leave will apply the paid time concurrently with all other applicable leaves currently provided by state and federal leave laws and under the provisions in the current collective bargaining agreement; total amount of leave each year is 40 hours; leave will accrue on based on 1 hour per 30 hours worked; 40 hours of leave will be made available to the employee at the beginning of the sick time year (e.g. July 1st) etc.]

I have attached a copy of the initial policy draft that the [INSERT SCHOOL DISTRICT NAME HERE] Board will first view and consider at the [INSERT DATE OF BOARD MEETING HERE] Board meeting. This letter serves as the District’s notice to the Association of the District’s proposed changes in order to comply with the new sick time law.

If you have any questions regarding the proposed policy and/or its implementation or wish to negotiate over the proposed changes which impact a mandatory subject of bargaining, please feel free to contact me.

Sincerely,

[INSERT NAME HERE]