

[DATE]

Dear Supervisor,

Please be advised that I have returned to New Jersey from travel to a Travel Advisory state on [XXX] date. Pursuant to the Governor's travel advisory, I understand that I am required to quarantine for 14 days. I further understand that this means I cannot report to work in person during this period.

I am hereby requesting that I be provided with the opportunity to perform my duties from home during this time. If the district will not provide me with the opportunity to work from home, I am writing to exercise my rights pursuant to the Families First Coronavirus Response Act to use up to 80 hours of paid leave time to ensure that I receive my salary during this time. This request is subject to change should my union negotiate additional benefits that would apply during my quarantine. Should that happen, I reserve my right to change the designation of my paid time off to use the negotiated time and reserve the FFCRA time, should I need it at a future time.

Thank you for your attention to this matter.

Sincerely,

[NAME]