***[DRAFT - TO BE PLACED ON DISTRICT LETTERHEAD]***

[Date]

VIA HAND DELIVERY and CERTIFIED US MAIL

[Employee Name]

[Employee’s Home Address]

Re: Notice of Paid Administrative Leave

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

As we previously discussed on \_\_\_\_\_\_\_\_\_\_\_, the Wasco Elementary School District has agreed to place you on a non-disciplinary, paid administrative leave effective \_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_\_\_\_\_\_ pending an investigation of claims of sexual harassment you made against district employee, Braulio Velasco because you voiced concerns for your safety.

While on paid administrative leave, you will remain in active duty status, but you are not required to report to work. Please remain available, however, by telephone, during your normal duty hours, so that you can be contacted respective the investigation of your complaint and if the need arises.

If you have not already, please make arrangements to have any and all District property in your possession delivered to the district office immediately. This includes, but is not limited to, your keys, electronics, files, and any other items that belong to the District. If you are unable to have a third party deliver the items to the district office on your behalf, please email me so that we can arrange to have the items collected.

Please contact me if you have additional questions or concerns.

Sincerely,

[INSERT]