

## Template Letter

Dear <Local President>:

Re: Closure of XX School

Further to our meeting on May \_\_, 2009, I am writing to confirm the process that the parties have agreed to with respect to the closure of \_\_ School pursuant to Ministerial Order M138.

The Board and the <Local Union/Association> agree as follows:

- Employees will not be required to report to their normal workplace for the duration of the school closure and are considered to be on a paid leave of absence;
- Regular full- and part-time employees will continue to receive their regular base salary/wages for the duration of the school closure;
- Health and welfare benefits (basic medical, extended health, dental, group life insurance) will be maintained for eligible employees during the period of the closure;
- An employee who was on any other leave at the time of the school closure will remain on such leave until the school re-opens, or until the scheduled expiry of the leave if that scheduled date follows the re-opening of the school;
- This agreement will terminate upon the reopening of the school or may be terminated immediately by the Board by providing written notice to the Local Union/Association;
- This agreement is without prejudice to the BC Public School Employers' Association, the Board of Education of School District No. \_\_ (\_\_\_\_), <CUPE Local XXXX OR the British Columbia Teachers' Federation and <Local Teachers' Union/Association>.

I trust this is satisfactory.

Sincerely,

Superintendent

c: BCPSEA district liaison