

Date

[Contact]

[Business]

[Address]

RE: Advisory letter for the City of Plainfield Paid Sick Leave Ordinance

Dear [Contact]:

It recently came to our attention that your business may not be in compliance with the City of Plainfield Paid Sick Leave (PSL) Ordinance. Our office enforces PSL and we would like to work with you to ensure compliance without the necessity of filing a charge and conducting an investigation.

Effective July 15, 2016, employers in the City of Plainfield as well as private Plainfield employers must provide PSL to employees who work within Plainfield city limits. PSL covers full-time, part-time and temporary employees who work for a private employer in Plainfield. For further details, please see the accompanying template posting notice and FAQs.

We hope we can resolve these issues as quickly and easily as possible. To assist with compliance, we offer a range of resources, including technical assistance, template posting notices, brochures, and FAQs. Much of this information also is available at www.plainfieldnj.gov

Please contact me directly to resolve these issues by calling 908-753-3092 or by email to atif.nazir@plainfieldnj.gov. Please be aware that 30 days from the date of this letter, our Director or an employee may file a formal charge to investigate this matter if these issues have not been resolved. Thank you for your immediate attention to this matter.

Sincerely,

Dr. Atif Nazir