

FAMILY AND MEDICAL LEAVE ACT

Sample Letter to Employee

(Modify to fit the particular situation)

DATE

Dear (employee's name):

As an employee of the _____ (insert local extension unit), you are eligible to take Family Medical Leave for you or your immediate family member's (spouse, child, or parent) accident or illness. The Family Medical Leave Act (FMLA) entitles eligible employees to up to twelve weeks of unpaid leave for a serious health condition. Our policy is that an employee must use their own sick leave and vacation leave toward the FMLA entitlement before being authorized leave without pay. For FMLA purposes this twelve weeks of leave began accruing on (date) _____.

You currently have _____ hours of vacation leave and _____ hours of sick leave.

An employee paying for group health insurance prior to the FMLA leave may continue to pay the same premium for the group health insurance during FMLA leave, even if the FMLA leave is without pay (LWOP). In a LWOP situation, the employer will notify the employee of premiums due for continued health insurance coverage. While on FMLA leave, including leave without pay, if applicable, the employer will continue to pay the employer's share of the health insurance premium.

Employees on FMLA leave will be subject to any change in group health insurance plans or benefits that affect all employees. Employees on FMLA leave will be given notice of any opportunity to change plans or benefits that is available to all employees.

Choose one:

For pregnancy:

Attached is:

Notice of Eligibility and Rights and Responsibilities

Designation Notice for Family and Medical Leave.

For situation other than pregnancy:

Attached is:

Notice of Eligibility and Rights and Responsibilities

Certification of Health Care Provider for Employee's Serious Health Condition OR Certification of Health Care Provider for Family Member's Serious Health Condition.

Please have your health care provider complete the certification and return to the office.

Sincerely,

Name of Local Unit Director