

Example Letter:

-COVER LETTER-
Family and Medical Leave Packet

[THIS DOCUMENT SHOULD SERVE ONLY AS AN EXAMPLE LETTER. PLEASE COPY THE TEXT BELOW AND PASTE IT ONTO YOUR AGENCY'S LETTERHEAD. COMPLETE THE FIELDS WITH THE APPROPRIATE INFORMATION AND OBTAIN THE NECESSARY SIGNATURES BEFORE DELIVERY.]

[Date]

[Employee Name]

[Address]

RE: Application for Family and Medical Leave

[Employee Name]:

[Agency input explaining why Family and Medical Leave may apply]. Please find enclosed with this letter the following documents:

1. Application for Family and Medical Leave;
2. Notification of Eligibility and Rights and Responsibilities; and
3. Certification Packet.

Please review, complete, and return the enclosed documentation no later than fifteen (15) calendar days from your receipt of this letter. If it is not practicable under the circumstances to return this documentation within that time frame, please contact me as soon as possible to inform me of the anticipated delay. **Failure to return the enclosed documentation in a timely manner may result in the delay or denial of your rights under the federal Family and Medical Leave Act.** If you disagree with the agency's determination that family and medical leave is warranted, please contact me immediately to discuss.

Please contact me at [phone number] if you have any questions.

Sincerely,

[HRG]

Enclosures: Application for Family and Medical Leave
 Notification of Eligibility and Rights and Responsibilities
 Certification Packet

cc: Employee Medical File