DATE

Employee Name

Employee Address

CITY, ST, ZIP

Dear EMPLOYEE,

We have reviewed your request for leave under the FMLA and supporting documentation you have provided. This letter is intended solely as notice you are eligible for leave under the Family and Medical Leave Act of 1993 (FMLA).

**FMLA qualifying reason and your rights and responsibilities while on FMLA leave**

* Birth of your child, and to bond with your newborn child (birth parent). You are required to use all available paid time off during your leave. You will need to provide periodic reports of your leave status and your intent to return to work, or your pay, benefits, and status may be affected. You will also need to present a return to work confirmation from the primary treating provider to be restored to employment or your return may be delayed
* Birth of a child (non-birth parent), adoption or placement of a child for foster care in order to bond with the new child. You are required to use all available parental, vacation or PTO off during your leave. You will need to provide periodic reports of your leave status and your intent to return to work, or your pay, benefits, and status may be affected
* Your own serious health condition. You are required to use all available paid time off during your leave, unless your leave is covered by Workers Compensation or an outside insurance policy that reimburses lost salary. You will need to provide periodic reports of your leave status and your intent to return to work, or your pay, benefits, and status may be affected. You will also need to present a return to work confirmation from the primary treating provider to be restored to employment or your return may be delayed
* To care for a family member with a serious health condition. You have the option to use paid time off during your leave. You will need to provide periodic reports of your leave status and your intent to return to work, or your pay, benefits, and status may be affected
* To address a qualifying exigency. You have the option to use paid time off during your leave. You will need to provide periodic reports of your leave status and your intent to return to work, or your pay, benefits, and status may be affected

You are eligible under the FMLA for leave from work for the reason listed above for up to twelve (12) weeks in your FMLA benefit year with the continuation of health, dental, and vision coverage. You must be enrolled in the benefit plan to be entitled to the continuation of the benefit coverage, and you will remain responsible for your portion of the premiums. If you are on an unpaid FMLA leave, you will receive a FMLA Benefits Election form. That form will provide you with instructions for continuing or canceling your insurance, and how to pay for ongoing coverage.

Your current FMLA benefit year is DATE 1 to DATE 2**.** A reduced schedule of XXXX (numeric) hours per week has been approved. Based on the information you have shared to date, it is anticipated that your twelve (12) weeks of FMLA eligibility will be used at a rate of XXXX (numeric) hours per week beginning on DATE 3, resulting in XXXX hours/days/weeks of FMLA remaining in your current benefit year. The length of your reduced schedule will be determined by your ability to return to your former appointment fraction in conjunction with applicable University of Michigan policy and practice.

The University may temporarily transfer an employee on a reduced schedule to an alternate position with equivalent pay and benefits that better meets the operational needs of the University of Michigan. The alternate position need not have equivalent duties. Because of the operational needs of (name of the department), you will be transferred to the alternate position of (position) during the period of the reduced schedule.  **This paragraph is included when the employee’s department decides to transfer the employee to an alternate position to meet operational needs. An employee may only be transferred to an alternate position when the absences are foreseeable / planned.**

At the conclusion of the reduced schedule you will be placed in the same position you had before the absence started or an equivalent position. If you return to your former appointment fraction after you have exhausted your FMLA leave benefit, you will be placed according to University of Michigan policy and practice.

Your rights and responsibilities for taking FMLA leave can be found on the U.S. Department of Labor website: <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

Information regarding the university’s FMLA policy is located on the Human Resources website: <https://hr.umich.edu/working-u-m/management-administration/fmla>

If you have any questions regarding this matter, please contact me at PHONE NUMBER, or at EMAIL ADDRESS.

Sincerely,

Cc:

Determining an employee’s FMLA benefit year and calculating annual FMLA entitlement

**Benefit year and completing the eligibility/notification letter:**

Example: Employee’s date of hire is June 15, 2016, and the FMLA qualifying absence began on October 10, 2017.

DATE 1: Month and day of the employee’s date of hire. Year is determined by the start of the employee’s absence. DATE 1 is June 15, 2017. Please note that DATE 1 is not necessarily in the same calendar year as the start of the employee’s absence. For example, DATE 1 would be June 15, 2016 if the employee’s FMLA qualifying absence started on January 15, 2017.

DATE 2: One calendar year after DATE 1. DATE 2 is June 14, 2018.

DATE 3: Date when the employee’s FMLA qualifying absence begins. DATE 3 is October 10, 2017.

Annual FMLA benefit

An eligible employee is entitled to up to twelve (12) weeks of FMLA leave in a 12-month period

* A full-time employee (100% appointment) is entitled to 480 hours of leave (12 weeks x 40 hours per week)
* A part-time employee (less than 100% appointment) is entitled to a prorated amount of leave. For example, an employee who works 30 hours per week (75% appointment) is entitled to 360 hours of leave (12 weeks x 30 hours per week)
* For employees whose schedule varies week to week, please contact HR for guidance