

## Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)

In general, to be eligible an employee must have worked for an employer for at least 12 months, have worked at least 1,250 hours in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles.

**Part A – NOTICE OF ELIGIBILITY**

To: \_\_\_\_\_  
*Name, Job Title, Employee ID*

From: \_\_\_\_\_  
*Name, Job Title, Facility*

Date: \_\_\_\_\_

On \_\_\_\_\_, \_\_\_\_\_ you informed us that you may need leave beginning on \_\_\_\_\_ for:

- Your own serious health condition;
- The birth of a child, or placement of a child with you for adoption or foster care;
- Because you are needed to care for your  spouse  child  parent due to his/her serious health condition.
- Because of a qualifying exigency arising out of the fact that your  spouse  son or daughter  parent is on active duty or has been called to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- Because you are the  spouse  son or daughter  parent  next of kin of a covered service member with a serious injury or illness.

This Notice is to inform you that you:

- Are eligible for FMLA leave (See Part B below for Rights and Responsibilities)
- Are **not** eligible for FMLA leave, because:
  - You have not met the FMLA’s 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately \_\_\_ months towards this requirement.
  - You have not met the FMLA’s 1,250-hours-worked requirement.

If you have any questions, contact \_\_\_\_\_ at \_\_\_\_\_ or view the FMLA poster located on the Official Bulletin Board.

**[PART B-RIGHTS AND RESPONSIBILITIES FOR TAKING FMLA LEAVE]**

As explained in Part A, you meet the eligibility requirements for taking FMLA leave and still have FMLA leave available in the applicable 12-month period. **However, in order for us to determine whether your absence qualifies as FMLA leave, you must return the following information to us by \_\_\_\_\_.** If sufficient information is not provided in a timely manner, your leave may be denied.

- Sufficient certification to support your request for FMLA leave. A certification form that sets forth the information necessary to support your request is enclosed.
- Sufficient documentation to establish the required relationship between you and your family member.
- Other information needed:
  - No additional information requested

