

**Sample Letter 5 – Employee FML Eligible
(For Military Caregiver Leave)**

[Date]

[Employee Name]

[Employee Address]

Dear [Employee Name]:

In response to your request for a leave of absence to care for a Covered Servicemember, we are providing you with information pertaining to the University's Family and Medical Leave (FML) policy. Enclosed are several forms:

- Leave of Absence Request
- Notice of Eligibility and Rights & Responsibilities
- Certification for Military Caregiver Leave

Part A of the Notice of Eligibility and Rights & Responsibilities states that you are eligible for FML. Part B provides information about whether you are able or required to substitute paid leave for unpaid leave and any responsibilities you may have while on leave. Please read this Notice carefully.

Please complete the employee section of the Leave of Absence Request. In addition, please complete, or have the Covered Servicemember complete, Section II of the enclosed Certification. In addition, please have the appropriate health care provider complete Section III of the Certification. All forms to be completed should be returned to _____ within 15 calendar days of this request. Failure to provide the required documentation may result in delay or denial of leave.

If you have any questions, please let me know.

Sincerely,

[Name]

Cc: Benefits
[ER/LR/HR, as applicable]

Enclosures: Leave of Absence Request
Notice of Eligibility and Rights & Responsibilities
Certification for Military Caregiver Leave