

**Sample Letter 7 – Employee FML Eligible  
(For Parental Leave When Employee is not Birth Mother)**

[Date]

[Employee Name]  
[Employee Address]

Dear [Employee Name]:

In response to your request for a leave of absence for parental leave, we are providing you with information pertaining to the University's Family and Medical Leave (FML). Enclosed are the following documents:

- Leave of Absence Request
- Notice of Eligibility and Rights & Responsibilities
- Declaration of Relationship

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 Declaration of Relationship and the employee section of the Leave of Absence Request and return them 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 about this, please let me know.

Sincerely,

[Name]

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

Enclosure: Leave of Absence Request  
Notice of Eligibility and Rights & Responsibilities  
Declaration of Relationship