

**Sample Letter 2 – Employee FML Eligible but Leave Entitlement Exhausted  
(For All FML Requests except PDL)**

[Date]

[Employee Name]

[Employee Address]

Dear [Employee Name]:

In response to your request for a leave of absence, we are providing you with information pertaining to the University's Leave of Absence policy and the Family and Medical Leave (FML) policy. This is to inform you that you are eligible for FML, but you have already exhausted your FML entitlement for this leave year. However, you may request a non-FML leave of absence in accordance with the applicable personnel policy or collective bargaining agreement. Enclosed are the Notice of Eligibility and Rights & Responsibilities and the Designation Notice documenting your status.

If you wish to apply for a non-FML leave, please complete the employee section of the enclosed Leave of Absence Request form and return it to \_\_\_\_\_. If you have any questions about this, please let me know.

Sincerely,

[Name]

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

Enclosures: Leave of Absence Request  
Notice of Eligibility and Rights & Responsibilities  
Designation Notice