

**Sample Letter 1 – Employee Not FML Eligible
(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 **not** eligible for FML for the reasons stated in the enclosed Notice of Eligibility and Rights & Responsibilities. However, you may request a non-FML leave of absence in accordance with the applicable personnel policy or collective bargaining agreement.

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