

[Date]

[Employee Name]

[Employee home address line 1 if necessary]

[Employee home address line 2 if necessary]

Dear [Employee],

This letter is a follow-up to our conversation on [Date]. I want to be sure you know your rights under the Family and Medical Leave Act (FMLA) because I believe you may be in a situation covered by the FMLA.

The FMLA was enacted to provide employees job protection in the event of leave needed for:

* The employee's own [serious health condition](https://hr.uga.edu/employees/leave/family-medical-leave-act-fmla/fmla-terms-and-definitions.html), including an on-the-job injury or occupational disease covered by Worker's Compensation, which causes the employee to be unable to perform the functions of his or her job
* The care of an [immediate family member](https://hr.uga.edu/employees/leave/family-medical-leave-act-fmla/fmla-terms-and-definitions/) with a serious health condition
* The birth and care of a newborn child
* The legal placement of a child with the employee for adoption or foster care
* A spouse, son, daughter, or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. Leave may be used for any "qualifying exigency" arising out of the service member's current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation

Consistent with the provisions of the federal Family and Medical Leave Act (FMLA) of 1993, an eligible employee may be entitled to up to 12 work weeks of unpaid leave during any 12-month period. While this leave itself is unpaid, FMLA will run concurrently with the eligible employee’s available leave balance. An eligible employee is defined as any employee (including part-time and temporary) of the University of Georgia, who has:

* been employed by the University of Georgia for at least 12 months total (not necessarily the last 12 months) **and**
* worked at least 1,250 hours during the 12-month period immediately preceding the leave

You may read more about the FMLA at: <https://hr.uga.edu/employees/leave/family-medical-leave-act-fmla/>. If you believe you meet the criteria of eligibility and require job protected leave for a qualifying event, it is advisable to submit an Extended Absence Request in OneUSG Connect to begin the FMLA process. If you do not have Internet access or have other questions, you should contact the Absence Management Team within University Human Resources at (706) 542-2222.

Please contact me if you have any questions or wish to discuss your situation further.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]