# FMLA leave notification email

The eligibility notice goes within five business days of the leave request or of learning the leave may qualify. The designation notice goes within five business days of having enough information to decide.

## ELIGIBILITY NOTICE AND CERTIFICATION REQUEST

**Subject: Your leave request: FMLA eligibility and next steps**

Hi [First Name],

We received your request for leave beginning [Leave Start Date] for [general reason, e.g. your own serious health condition / to care for a family member / the birth of your child]. I'm sorry you're dealing with this, and I want to make the process as easy as possible.

Attached are:

1. Notice of Eligibility and Rights & Responsibilities. You [are / are not] eligible for FMLA leave. You have [Hours Remaining] hours of FMLA leave available in the current 12-month period.
2. Certification form [WH-380-E / WH-380-F / other form]. Please have your health care provider complete it and return it to me by [Certification Due Date], which is at least 15 calendar days from today.

While your request is being reviewed, your absence will be treated as provisionally FMLA-protected. Your health benefits continue on the same terms.

If you need more time to return the certification, or have questions, reply here or call me at [HR Phone]. Please send medical information to me only, not to your manager.

Thank you,
[HR Contact Name]
[Title], [Company]

## DESIGNATION NOTICE (APPROVED)

**Subject: Your FMLA leave is approved**

Hi [First Name],

Thanks for sending your certification. Your leave is approved and designated as FMLA leave. The formal Designation Notice is attached.

- Leave type: [Continuous / Intermittent / Reduced schedule]
- Dates: [Leave Start Date] to [Expected Return Date] [or: up to Frequency and Duration of episodes, as certified]
- FMLA hours to be counted: [Hours]
- Pay: [unpaid / you must use accrued PTO at the same time / you may choose to use accrued PTO / short-term disability applies]
- Return to work: [a fitness-for-duty certification is / is not required before you return]

Your manager has been told only that you are on approved leave and the expected dates. For intermittent leave, please follow [call-in procedure] each time you use it.

Please contact me if your dates change.

Best,
[HR Contact Name]
[Title], [Company]

### NOT ELIGIBLE

**Subject: Your leave request: FMLA eligibility**

Hi [First Name],

We've reviewed your leave request for [Leave Start Date]. Unfortunately you are not yet eligible for FMLA leave because [reason, e.g. you will have worked for us for 9 months by the start date, and FMLA requires 12 months]. The attached notice explains the requirements.

That doesn't mean you have no options. You may be able to use [PTO / state family or medical leave / a personal leave of absence / unpaid leave as an accommodation]. I'd like to talk through what fits. Can you call me at [HR Phone] or reply with a good time?

Best,
[HR Contact Name]
[Title], [Company]

### SUBJECT LINE IDEAS

- Your leave request: FMLA eligibility and next steps
- FMLA notice and certification form
- Your FMLA leave is approved
- FMLA designation notice
- Reminder: certification due [Certification Due Date]
- Your leave request: FMLA eligibility

### SMS / WHATSAPP VERSION

Hi [First Name], this is [HR Contact Name] in HR. We sent your FMLA eligibility notice and certification form to your email. The form is due [Certification Due Date]. Call [HR Phone] if you need help or more time.

Placeholders to replace: [First Name], [Leave Start Date], [Expected Return Date], [Hours Remaining], [Hours], [Certification Due Date], [HR Phone], [HR Contact Name], [Title], [Company]