



The University of Georgia

FMLA Notification

November April 2, 2009

Sandy Smith
Accounting Assistant
Human Resources
<home address line 1 if necessary>
<home address line 2 if necessary>

Dear Sandy,

This letter is a follow-up to our conversation on March 29, 2009.

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 personal or immediate family illness, or birth or adoption of a child. FMLA eligibility requirements include having worked for the institution for a minimum total of 12 months as well as a minimum of 1,250 hours during the 12-month period immediately preceding leave.

You may read more about the FMLA at: http://www.hr.uga.edu/fmla/fmla_intro.html. If you do not have Internet access or have other questions, you should contact the Human Resources Office of Faculty & Staff Relations at (706) 542-2222.

On the University of Georgia FMLA site listed above, you'll find links to several forms. Within 15 business days, please complete, print, and submit the (1) Medical Certification form and the (2) Family & Medical Leave Request form as follows:

Attention: **Jane Jones** <supervisor name>

Address: <UGA mailing address>

Or, you may fax the forms to the attention of the person listed above:

By: <deadline date>

Fax number: 123-456-7891

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

Sincerely,

Jane Jones,
Assistant Director, <your department>