



The University of Georgia

FMLA Notification *(Workers' Compensation)*

November 30, 2008

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

Dear Sandy,

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 time during which you are absent due to workers' compensation will run concurrently with any Family Medical and Leave Act (FMLA) leave to which you may be entitled.

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 questions, you should contact the Human Resources Office of Faculty & Staff Relations at (706) 542-2222.

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

Sincerely,

Jane Jones,
Assistant Director, <your department>