

Appendix C: Example Leave Restriction Notice in Conjunction with FMLA

MEMORANDUM FOR [Employee]

SUBJECT: FMLA Leave Restriction

1. Reference Memorandum dated XX Month XXXX, subject: Notice of Leave Restriction.
2. The purpose of this memorandum is to inform you of the impact of your Family Medical Leave Act (FMLA) request on the Notice of Leave Restriction referenced in paragraph 1. You must still follow the procedures laid out in the Notice of Leave Restriction for all absences from the workplace that are not directly related to illnesses identified on the WHS-380 form (XXXXXXX) dated XX Month XXXX, which you previously submitted.
3. The Notice of Leave Restriction does not apply to qualifying FMLA leave. During the provisional FMLA period and in the event FMLA leave is approved in the future, you must answer the following questions to me in advance of requesting leave:
 - a. Is the absence FMLA related?
 - b. Which illness is causing the absence?
 - c. What is the duration of the absence?
4. You must do this because you are requesting to take FMLA leave intermittently and for several different illnesses. In order for your leave to qualify under the FMLA (should you comply with the requirement to provide adequate medical documentation), you must tell us what illness you are claiming leave for as well as your desire that it be counted as FMLA leave. It is not enough to call and say you are taking FMLA leave. If you are not capable of communicating with me, you must have someone else call me. If there is no adult present who can call me, please call as soon as you awake. Please communicate with me as soon as possible to discuss your leave status.

Respectfully,

[Supervisor's Signature Block]

Receipt Acknowledged:

Employee Signature

Date