FMLA SAMPLE LETTER CONTENTS

FMLA Ineligible letter (used if both requirements not met)

7/2013

Date

Name

Address

Dear…….

Your application for coverage under the Family and Medical Leave Act (FMLA) has been received and reviewed. To be eligible for FMLA leave protection, an employee must have worked for the employer for at least 12 months (does not need to be consecutive) AND have worked at least 1,250 hours in the immediate 12 months prior to an FMLA request.

Our records indicate the following:

Your employment with the State of Kansas began (DATE). This is less than 12 months.

You have worked (number hours) in the past 12 months. This is less than 1250 hours.

Therefore, at this time you do not meet the eligibility requirements for FMLA coverage.

Once you meet the eligibility requirements, and have a serious health condition, you may reapply for FMLA by submitting a current Certificate of Care Provider Form.

If you should have any questions, you may contact me at (phone number)

Sincerely,