

## SAMPLE NOTICE TO EMPLOYEE OF TRANSITION TO UNPAID FMLA

June 1, 2013

Employee Name  
Address  
City, State Zip

Dear Employee Name:

This letter is sent as an update on your current FMLA leave that began May 24, 2013. I wish to inform you that your allowable 12 weeks of FMLA leave will expire on August 15, 2013.

I also wanted to inform you that as of the payperiod ending June 4, 2013 you will have exhausted all of your available PTO leave accruals. As a result, you are considered to be in an unpaid FMLA status as of June 5, 2013. Pursuant to Mohave County Administrative Procedure 11-1(II)(2)(D3), you are not eligible to use the PTO hours you accrued since you went out on FMLA on May 24, 2013; however, these accruals will be available to you after you return to work for one full day.

As previously indicated in the May 15, 2013, FMLA Designation Notice you received, you will need to contact the Mohave County Benefits Division at 928-753-0736 extension 4355, to make arrangements for the payment of your portion of your group health insurance premiums if you wish to continue these coverages while in an unpaid FMLA leave status.

I hope this information is helpful. Please don't hesitate to call me at 928-753-0741 extension 4271 if you have any questions or if I can be of any assistance.

Sincerely,

Name, FMLA Coordinator  
Name Court Division

cc: Mohave County Benefit Coordinator  
Superior Court Human Resources