

15-Day Follow Up Letter

VIA OVERNIGHT MAIL and U.S. First Class Mail

[Date]

[Employee Name]

[Employee Address]

RE: 15-Day Follow Up Letter

Dear _____,

On _____, 20__ I sent you a letter provisionally designating your leave under the Family and Medical Leave Act (FMLA) based on available information. At that time I provided you three forms: the *Employee Family and Medical Leave Request*; the *Certification of Health Care Provider for Employee's Serious Health Condition [or for Family Member's Serious Health Condition]* ("Medical Certification") and the *Return To Work Certification*. I requested that you return the *Employee Family and Medical Leave Request* and the Medical Certification to me within 15 days. As of today I have not received the completed forms from you. Approval of your leave of absence under the Family and Medical Leave policies is contingent on our receipt of the Medical Certification form. Failure to provide the required certification will require that the work absences resulting from this event and incurred to date be recorded as unexcused.

I have completed the *Employee Family and Medical Leave Request* based on information you have provided; enclosed is a copy of the completed document. If any information is incorrect, please notify me immediately. Also enclosed is another copy of the *Medical Certification*, which must be completed by your health care provider and returned to me no later than 10 days from the date of this letter. If the Medical Certification is not received by the stated due date, your leave will not qualify as Family and Medical Leave and your absences will be considered unapproved. You should be aware that unapproved absences may result in disciplinary action. If you have any questions, please let me know.

Sincerely,

[Designated Employer Representative]

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