

## Response to Advance Leave Request Letter – Baby Bonding

[Date]

[Employee Name]

[Employee Address]

RE: Leave Requested In Advance – Baby Bonding

Dear \_\_\_\_\_:

This is to confirm that you are eligible for family and medical leave and that the leave of absence you requested on \_\_\_\_\_, 20\_\_, for the care of your newborn child will be designated as family and medical leave under the Family and Medical Leave Act (FMLA). We are approving your absence effective \_\_\_\_\_, 20\_\_, through \_\_\_\_\_, 20\_\_.

Pursuant to policy, you may use all accrued vacation and you may also use accrued sick leave for the time it is necessary to attend to the initial health-related needs of your wife and/or child after birth. Your leave balance as of today is \_\_\_\_ hours of vacation and \_\_\_\_ hours of sick leave. In the event that you run out of vacation and/or applicable sick leave, and choose to continue your leave, your benefits will be covered for a duration of your family and medical leave entitlement of 12 weeks in a 12-month period.

I have enclosed a copy of the *Notice of Eligibility and Rights & Obligations* and the applicable Leave of Absence policies. If you have any questions pertaining to leave usage and/or FMLA, please do not hesitate to contact me.

Sincerely,

[Designated Employee Representative]

enclosures