

FMLA Initial Ineligibility Letter
Less Than 12 Months of Service
Care of a Covered Servicemember

This letter is intended as notice that your current absence is not eligible for coverage under the Family and Medical Leave Act of 1993 (FMLA) because you have not been employed by the University of Michigan for 12 months, and that you will be eligible for coverage under the FMLA beginning on **DATE 1**. On **DATE 1** you will have worked for the University of Michigan for 12 months, and your absence is a qualifying event under the FMLA. Your absence is to care for a servicemember with a serious injury or illness. This letter is not intended as a statement regarding the length of your absence.

You are eligible under the FMLA to be absent from work for up to 26 weeks in the 12 month period that begins with the date of your first absence to care for the servicemember with the continuation of health, dental and vision coverage. You must be enrolled in the benefit plan to be entitled to the continuation of the benefit coverage. The 12 month period in which you are eligible to use 26 weeks of FMLA eligibility is **DATE 2** to **DATE 3**.

The period of your absence beginning **DATE 1** will be counted toward your 26 weeks of eligibility under the FMLA. Your 26 weeks of FMLA eligibility will end on **DATE 4**. If you return to work on or before **DATE 4**, the balance of your FMLA eligibility will remain for you to care for the covered servicemember during the period of **DATE 2** to **DATE 3**.

Upon your return to work from an FMLA qualifying absence, you will be placed in the same position you had before the absence started or an equivalent position. If you return to work after **DATE 4**, you will be placed according to University of Michigan policy and practice.

Information regarding the University's FMLA policy can be accessed at _____,
and the U.S. Department of Labor FMLA poster can be accessed at _____.

If you have any questions regarding this matter, please contact me at PHONE NUMBER, or at EMAIL ADDRESS.

Sincerely,

Cc:

Example: Employee meets the effort and qualifying event requirements of the FMLA, but has not been employed by the University for 12 months when the absence begins. The employee's

date of hire is June 2, 2008. Assume the employee attains 12 months of employment on January 14, 2009, and began the absence on December 15, 2008.

DATE 1: The date the employee meets the eligibility requirement of 12 months of employment. DATE 1 is January 14, 2009.

DATE 2: Date of the employee's first absence to care for the servicemember. DATE 2 is December 15 2008.

DATE 3: One calendar year after DATE 2. DATE 3 is December 14, 2009

DATE 4: 26 weeks (182 calendar days) from DATE 1. DATE 4 is July 14, 2009.