

An Explanation of the new FMLA Forms and Templates

FMLA FAQs – A list of FAQ’s to help answer questions about Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and Pregnancy Disability Leave (PDL)

Leave of Absence Request Process for Employees – An easy step-by-step guide to understanding the leave request process.

Request for Leave of Absence Form – All employees requesting a leave of absence must complete this form and submit it to their payroll coordinator.

Medical Certification Form – All employees requesting a medical leave of absence **MUST** also submit this form, completed by the employee’s doctor.

Leave Designation Letter – This template letter **MUST** be given to all employees going on an approved medical leave of absence. The payroll coordinator will fill in highlighted areas and print on department letterhead.

ADA Reasonable Accommodation Request Form – To be given to all employees requesting a leave of absence extension beyond their FMLA entitlement, or in the case where a disability may be permanent.

ADA Reasonable Accommodation Request Template Letter – To accompany the ADA Reasonable Accommodation Request Form. It highlights specific timelines and requirements for completing the ADA Reasonable Accommodation Form.

Return to Work Medical Certification Request – A form reminding the employee that they must supply the department with a doctor’s note clearing them to return to work on the expected date. To be sent to employees 10 business days prior to the date they are expected to return to work.

Notice of Return to Duty – To be submitted by the employee’s payroll coordinator to the Human Resources office on or before the employee returns to duty. (This is not a new form or procedure).

What to Expect in the Interactive Process for Employees – A guide to help employees understand what the interactive process is and what to expect.

What to Expect in the Interactive Process for Employers – A guide to help departments understand what the interactive process is and what their responsibilities are.

Medical Certification Request (Template) – A template to be used by the payroll coordinator if an employee requests a Leave of Absence but has not submitted the Medical Certification Form to the department.