



**[Family First Expanded FMLA & Sick Leave Forms and Letters \(with CFRA as applicable\)](#)**

| <b>Form #</b> | <b>Form/Letter Name</b>   | <b>Description</b>  |
|---------------|---|---|
| OVGECA3002    | Leave of Absence / Sick Leave Request Form                        | Use this form for the employee to indicate type of Leave needed                                       |
| OVCA3002      | Family First FMLA Amended Certification                           | Use this form for the certification for Family First FMLA leaves.                                     |
| OVCA3008      | Family First Sick Leave Certification                             | Use this form to confirm the need for Family First Sick Leave   |
| OVCA3003      | Certification of Health Care Provider for Employee Return to Work | Use this form to confirm ability to Return To Work (RTW) with or without Accommodation & Symptom Free |

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| OVCA3101 | Family First FMLA Eligibility-Conditional Designation Letter           | Use this form to notify of eligibility and conditionally grant Family First FMLA leave when an employee has been absent for 3 or more days, or has informed you of the need for Family First FMLA leave due to a qualifying event, but has not provided enough information on the certificate confirming the need for leave is a qualifying Family First FMLA event. |
| OVCA3102 | Family First FMLA Designation Conditional Letter Second Request Letter | Use this form to provide the employee a second opportunity to provide information confirming the need for a qualifying Family First FMLA leave. This letter will continue the conditional Family First FMLA designation if the employee did not respond to the first request for certification.  |
| OVCA3103 | FMLA Designation Letter  | Use this form to designate leave for Family First FMLA after receiving certification indicating the need for leave qualifies as Family First FMLA.   |
| OVCA3214 | FMLA Non Eligible - Denial Notification Letter                         | Use this form to inform employees they are not eligible for FMLA and deny the Family First FMLA leave request.   |