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**FMLA Family First School/Childcare Closure Leave Certification (OV2002)**

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Purpose: Use this form for the medical certification for FMLA Family First leaves.

After you have downloaded the form from our webpage, save it to your computer.

We recommend grouping the letters/forms by leave type, and then have separate folders for the letters and forms. You may want to organize it like our Table of Contents so you can easily cross-reference our list with your folders to easily determine what letters you have or do not have.

Once the document is saved, open it so you can create your company template by updating all the **blue highlights** within the document.

When you receive the completed form review it to be sure it is completely filled out.

This specific FMLA COVID-19 leave is ONLY for the employees experiencing school or childcare closure for children under 18 years of age. All other medical issues related to the employees' own serious health condition (SHC), or the SHC of a qualifying family member will be handled by your normal FMLA Medical Certificate. This certificate is for FMLA Family First closure expanded protection only through the end of the year 2020 and does exhaust the FMLA leave available during the employee's current eligility year. However if they exhaust their current FLA year, and have not exhausted this eligibility criteria, up to 12 wees, they are able to use the remaining Family First 12 wees when their new FMLA year begins, through December 2020.

The definitions for the employee to confirm that they meet the criteria for the FMLA School/Childcare closure status is pretty clear. However, the issue of Reduced Work Schedule Leave and Intermittent Leave are still FMLA criteria for leave but are optional under Family First FMLA. And remember, you are required to send the conditional designation letter with this attachment within 5 working days from the date the employee requested the leave.

Due to the nature of the leave, there is no need for a Health Care Provider to complete the form. The form should be reviewed with the employee, specifically as it relates to your companies' culture and telecommuting policies. The amount of oversight and performance confirmation should be determined, specifically as it relates to the employees who are choosing part-time benefits. Number 5 and 6 reflect these issues – modify the verbiage to meet your companies' intentions.



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When you receive the completed form, update your Medical Leave Management timeline. Be sure to document all correspondence and conversation with the employee on the MLM Timeline (GE1007).

You should also update whatever tracking system you are using to be sure you are following up with the medical certificate two (2) weeks before it expires as a courtesy to your employee.

For companies with over 50 employees, if the employee still has FMLA leave available in the current ( FMLA Family First eligible criteria is through December 31, 2020), you would then send a NEW certificate and give them 15 days to return it to you. See the FMLA Family First designation documentation for additional clarification.

If the employees leave the end date open ended due to uncertainty of when the school or day care will reopen, the FMLA leave will end once the employee has exhausted 12 weeks of leave or the benefit has ended through December 31, 2020. Please note, if the employee needs the leave immediately, they will exhaust it in 12 weeks, after which you will need to determine the next step based on your own company policies.