



**LEAVE MANAGEMENT SOLUTIONS**  
[www.LeaveManagementSolutions.com](http://www.LeaveManagementSolutions.com)

FMLA - CFRA Conditional Designation Letter Second Request - Training Narrative  
(OVCA2102)

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Purpose: Use to provide the employee a second opportunity to provide the certificate information confirming the need for a qualifying FMLA leave. This letter will continue the conditional FMLA designation if the employee did not respond to the first request for medical certification for a short period of time.

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.

The **yellow highlights** are employee specific details and will be changed with individual situations.

It's important to document ALL conversations with the employee as well as maintain a record of all documents sent to and received from the employee on the MLM timeline.

If the employee turns in a satisfactory certificate, please see *FMLA Designation Letter (OVCA3103)*.

If the employee still does not respond, please see *FMLA Family First Denial (OVCA3214)*

PLEASE NOTE: you will need to decide if you will provide this leave protection even if the employee does not formally notify you of the need for FMLA. You are not required to maintain benefits if the employee does not respond, however in these very uncertain times you will need to make a clear management decision on how you will handle this situation.

Additionally, if the leave is for the employees own serious health condition (not a qualifying Family First FMLA), and you have more than 5 employees in the state of California, they may be eligible for ADA/FEHA. This may apply even if they are not

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eligible for FMLA/CFRA or have exhausted FMLA/CFRA leave or you have under 50 employee but more than 5. It is imperative you engage in the interactive process to determine if they are a Qualified Individual with a Disability. We have these forms available on the LMS home page and Membership Page.

The most important thing to remember is to treat all employees the same regarding how much time you provide them to get you the certificate. We suggest no more than three weeks and then we deny FMLA. Make sure to be clear and consistent about your intentions for all employees.