



LEAVE MANAGEMENT SOLUTIONS
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**FMLA - CFRA Denial Notification - Not Eligible Letter - Training Narrative
(OVCA3214)**

Purpose: Use to inform employee they are not eligible for FMLA and deny the FMLA leave request.

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

We suggest 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.

To update the blue highlights, begin by executing a “Find and Replace” for the word “Company.” Replace “Company” with your organization’s business name.

- Enter your name, title and contact information.

You have successfully completed your generic template! Save it so it can be used when customizing the yellow highlights.

The first few yellow highlights include the current date, the name and the address of the employee. Date the letter the day it will be mailed to the employee.

- Enter the date you received notification of the need for leave. Then choose the reason why the employee is not eligible for Family First FMLA benefits.
- Remove the highlights from all and update the appropriate sections for the reason you chose.

Under the enclosures section:

1. Certification of Health Care Provider for Employee to Return to Work Form (OVGE1003) – **Remove this attachment if this is not a requirement.**



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2. State Disability/Paid Family Leave pamphlet

Once the letter has been completed, we suggest reading through it or having someone else proofread it to be sure that it makes sense and sections were not missed. We also suggest sending the letter via regular certified or return receipt mail so that there are not any doubts that the employee has received the letter. Maintain a copy of the letter sent in the employee medical file, and, if you are utilizing our Medical Leave Management (MLM) timeline (GE1007), update the timeline with the title of the letter and the date sent along with any other important dates such as a medical certificate expiration date, due dates, benefit expiration, etc.

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

NOTE: If they may be eligible for ADA protection please review the FMLA - CFRA - ADA transition and/or conditional designation letters.