



**LEAVE MANAGEMENT SOLUTIONS**  
**www.LeaveManagementSolutions.com**

CFRA – FEHA/ADA Background Data– Training Narrative (CAA2003)

Purpose: To assist you in completing the CFRA and/or FEHA/ADA Curing letters using the restrictions listed on the CFRA or FEHA/ADA Essential Function Job Analysis - Health Care Provider Analysis Form Medical Certificate (FDC1001).

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.

Update the header with your organization's business name.

**You have successfully completed your template! Save it to be used when customizing the yellow highlights.**

Enter the employee's name, title and supervisor information.

Next review the clarification questions and check "Yes or No" next to each one.

List the CFRA/Workers' Compensation or other Medical Certificate(s) that is on file for the current leave period and a detailed list of the restrictions.

Use the Actual Usage table to list the usage since that medical certificate was received.

Note – If there are multiple CFRA Medical Certificates, use a new Usage Table for each (Delete the duplicate Usage Table if there is only one CFRA Medical Certificate).