



LEAVE MANAGEMENT SOLUTIONS
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CFRA Denial Notification - Not Eligible Letter - WC - Training Narrative (CAA2214)

Purpose: Use to inform employee they are not eligible for CFRA and deny the CFRA leave request. This letter also notifies the employee that Workers' Compensation and CFRA leaves are completely separate from each other.

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.

- Determine whether your policy manual says the employees "must" or "may" use PTO/Vacation/Sick leave and update the appropriate sections.
- List all leaves and/or disability benefits offered by your state or company, which the employee may be eligible to receive.
- Enter your name, title and contact information.

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

The first few yellow highlights include the current date and the name and 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 chose the reason why the employee is not eligible for CFRA benefits. Remove the highlights from all and update the appropriate sections for the reason you chose.



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- Enter the number of hours of PTO/Vacation/Sick time available to the employee or check the box that there is no PTO/Vacation/Sick time available.
- Next, you will choose the benefits available – PTO or sick and/or vacation.
- The next highlight has refers to the employee’s medical benefits. Enter the date that the employee’s medical benefits will end. If you do not offer medical benefits or the employee does not participate you may delete this whole paragraph.

If you completed the section that tells the employee about other options available to them, you will need to spell out what options they have used and what options they have left. If there are no options left, you still will spell out what they have used and indicate that they have exhausted all of their options.

You will want to be sure to follow up with the employee at least 2 weeks before their leave ends and/or the medical certificate expires to be sure of their intentions to return to work and/or to remind them if they are not going to come back that they must provide you an updated medical certificate.

Under the enclosures section:

1. Certification of Health Care Provider for Employee to Return to Work Form (GE1003)
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 weren’t missed. We also suggest sending the letter via regular and certified or return receipt mail so that there isn’t any question 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.



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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 FEHA/ADA protection please review the CFRA – FEHA/ADA - WC transition and/or conditional designation letters.