



LEAVE MANAGEMENT SOLUTIONS
www.LeaveManagementSolutions.com

FEHA/ADA - Accommodation Ended - Return to Work No Restrictions – Training
Narrative (FDC1113)

Purpose: Use this letter to confirm with the employee that they have been cleared of all restrictions and are expected to complete the essential functions without accommodation.

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.

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

- Input your name and title.

You have successfully completed your template! Save it to 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.
- End the date that the accommodation had started and list out specifically what the accommodation(s) were.
- Enter the date on the FEHA/ADA Essential Function Job Analysis - Health Care Provider Form (FEHA/ADA Medical Certificate). List out, verbatim what is stated on the FEHA/ADA Medical Certificate.



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Enclosures:

1. Attach the current job description for the position the employee holds.

Once the letter has been completed, we recommend reading through it or having someone else proofread it to be sure that it makes sense and sections weren't missed. We also recommend 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.

Be sure to track and document ALL conversations with the employee as well as documents sent and received on the MLM timeline.

NOTE: If the employee is on a Workers' Compensation leave of absence, although they may no longer be eligible for an accommodation in the workplace due to their failure to respond your good faith efforts to accommodate them, be sure to comply with any state Workers' Compensation regulations.