**Sample Follow-Up Memo for Academic Employees Requesting FML**

(Date)

Professor (Firstname) (Lastname)

Department of ( ) (or Home Address if away from campus)

Dear Professor (Lastname):

On ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_ I sent you a letter provisionally designating your leave as Family and Medical Leave (FML) based on available information. At that time I provided you three forms: the Leave of Absence Request form, the Medical Certification form, and the University’s academic leave form, and requested you return them to me within 15 days. As of today I have not received the completed forms from you. Approval of your leave of absence under the Family and Medical Leave policies is contingent on the receipt of the Medical Certification form. Failure to provide the completed forms will require that the work absences resulting from this event and incurred to date to be recorded as unexcused.

I have completed both the Leave of Absence Request form and the academic leave form based on information you have provided; enclosed are copies of the completed documents. If any information is incorrect, please notify me immediately. Also enclosed is a Medical Certification form, which must be completed by your health care provider and returned to me no later than 10 days from the date of this letter. If the completed forms are not received by the stated due date, the absence(s) will be denied under Family and Medical Leave policies and you will be on an unauthorized absence from the University.

If you have any questions, please let me know.

Sincerely,

Department Chair [or other designated individual]

cc: Dean

Academic Personnel

Enclosures