

## DESIGNATION FORM (Family and Medical Leave Act)

Leave covered under the Family and Medical Leave Act (FMLA) must be designated as FMLA-protected and the employer must inform the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. In order to determine whether leave is covered under the FMLA, the employer may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. Use of this form provides the written information required by 29 C.F.R. § 825.300(c), 825.301, and 825.305(c).

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
(Employee's name)

FROM: \_\_\_\_\_  
(Agency)  
\_\_\_\_\_  
(Name & title of appropriate agency representative)

PHONE: \_\_\_\_\_

We have reviewed your request for leave under the FMLA and any supporting documentation that you have provided.

We received your most recent information on \_\_\_\_\_ and decided:

**Your FMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave.**

**The FMLA requires that you notify us as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against your leave entitlement:**

Provided there is no deviation from your anticipated leave schedule, the following number of hours, days, or weeks will be counted against your entitlement:

\_\_\_\_\_  
\_\_\_\_\_

Because the leave you will need will be unscheduled, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA leave entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

**Please be advised (check if applicable):**

You have requested to use paid leave during your FMLA leave. Any paid leave taken for this reason will count against your FMLA leave entitlement.

We are requiring you to substitute or use paid leave during your FMLA leave.

You will be required to present a medical release certificate to be restored to employment. If such certification is not timely received, your return to work may be delayed until certification is provided.

A list of the essential functions of your position is attached.  Yes  No (If attached, the medical release certification must address your ability to perform these functions.)

A FMLA medical release form (NPD – 81) is attached.  Yes  No

**Additional information is needed to determine if your FMLA leave request can be approved:**

- The certification you have provided is not complete and sufficient to determine whether the FMLA applies to your leave request. You must provide the following information no later than \_\_\_\_\_ (provide at least seven calendar days), unless it is not practicable under the particular circumstance despite your diligent good faith efforts, or your leave may be denied.

Information needed to make the certification complete and sufficient is:

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- We are exercising our right to have you obtain a second or third opinion medical certification at our expense, and we will provide further details at a later time.

- Your FMLA leave request is Not Approved.
- The FMLA does not apply to your leave request.
- You have exhausted your FMLA leave entitlement in the applicable 12 – month period.

**Appointing Authority Signature and Comments:**

\_\_\_\_\_  
*(Signature of Appointing Authority or Designee)*

\_\_\_\_\_  
*(Date)*

cc: Employee's Agency Confidential Medical File