som\_currentexporteddate

som\_contactname

address1\_line1

address1\_city, address1\_stateorprovince address1\_postalcode

|  |  |  |  |
| --- | --- | --- | --- |
| Re: Employee ID#: som\_eid | Leave type: | | **FMLA Ineligibility Paid Parental Leave** |
|  | |  |  |

The Disability Management Office (DMO) learned on som\_createdondateonly of your request for a Paid Parental Leave.

This letter is to provide you with information on your Family Medical Leave Act (FMLA) entitlement.

According to our records you appear to be ineligible at this time for FMLA entitlement for the following reason:

**som\_leavedenialreason1**

Your absence will not run concurrent with FMLA entitlement. Although you are not eligible for an FMLA leave, you may qualify for leave under civil service rules or a collective bargaining agreement.

If you have not already provided the Leave of Absence Application (CS-1838), this must be submitted to the DMO within seven days from the date on this letter. Your request for paid parental leave cannot be reviewed until this application is submitted.

If you are approved for a Paid Parental Leave (PPL), you will be required to submit the child’s birth certificate or adoption paperwork within 31 days of the birth or adoption. Failure to provide this documentation by the due date will result in the PPL being revoked retroactive to the start of the leave and the repayment of the entire cost of the benefit.

If you have any questions regarding this letter, FMLA, or your rights and responsibilities please contact the DMO at 877-443-6362, Option 2.

Sincerely,

owneridname

Disability Management Office

cc: som\_supervisorname, Supervisor