

Letter to Employee to Advise FMLA Leave Has Been Exhausted

Dear

I hope this letter finds you recovering well

Regrettably, I must inform you that as of _____ your 12 weeks of leave under the federal Family and Medical Leave Act was exhausted and all your accrued sick and vacation leave has been exhausted.

In accordance with our FMLA policy and as is permitted by FMLA regulations, we require all employees on leave to provide notice of their intent to return to work. Because we did not hear from you regarding a specific return to work date nor did you report to work after the 12 weeks was exhausted, we are assuming you will not be returning to work in the foreseeable future. As a result, and in accordance with our policy, we must consider you to have resigned.

If you are eligible, information regarding your benefit rights under COBRA will be sent to you separately. Please contact our office to arrange a time to drop off (or for us to pick up, if needed) any tools, ID badges, I-disk, keys, etc., still in your possession and/or to meet with us regarding your retirement fund and complete any other necessary paperwork.

Should you be interested in future employment with the County, please contact us for a list of current openings. We appreciate your service to the company and certainly wish you well in the future.

Sincerely,