

CUNY FMLA Leave Request: Response to Employee

Name of College

To: Fill in employee's name	From: Name, HR/Personnel Director
Subject: CUNY FMLA LEAVE	Date: Insert date

On insert date, you requested CUNY FMLA leave, or on or about insert date the college became aware of your need to be absent from work due to (check appropriate box):

- Birth/care of your newborn child; Placement of a child with you for adoption/foster care;
- Serious health condition affecting your immediate family for which you are needed to provide/arrange for health care;
- Serious health condition that makes you unable to perform the essential duties of your position.

This is to inform you that you are: (check appropriate box):

- Eligible for CUNY FMLA leave; Ineligible for CUNY FMLA leave due to the fact that: Explain

Your leave is approved starting on insert date and continuing until insert date. Your leave will involve:

- Continuous absence from work; Intermittent absence from work*; Reduced work schedule*

* As per the schedule detailed on the *CUNY FMLA Request Form*.

Leave under CUNY FMLA may be designated for up to 12 weeks of paid/unpaid leave each year during the time period September 1 through August 31 for reasons listed above. Your health benefits shall be maintained during any period of CUNY FMLA leave under the same conditions as if you continued to work, and you shall be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following an unpaid CUNY FMLA leave for a reason other than: (1) a serious health condition which would qualify for CUNY FMLA leave; or (2) other circumstances beyond your control, you will be required to reimburse The City University of New York for the share of health insurance premiums paid on your behalf during your leave.

1. If available, accrued sick leave, annual leave, and or other leave credits will be charged as follows:
Explain:
2. If you normally pay a portion of your health insurance, these payments must be made during your leave. If you remain on the payroll, your premium deductions will automatically continue. If during any part of your leave you enter into an unpaid status and you normally contribute to your health plan, information will be sent to you under separate cover from the Benefits Office outlining the procedures necessary for remitting payments to your health insurance carrier.
3. CUNY will continue to provide payment and will deduct your portion, if any, for pension contributions during the paid portion of your leave. While on unpaid leave, pension contributions will not be made by the University. However, if you are a Tier 1 member of the NYC TRS, any unpaid CUNY FMLA leave may be creditable towards retirement benefits provided other eligibility factors are met. Please contact the College Benefits Office for further details.
4. You will will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certificate is not received, your return to work may be delayed until such certification is provided.
5. You will will not be required to furnish us with periodic reports of your status and intent to return to work every 30 days while on leave.