Attached please find the FMLA Notification Packet and the Medical Certification Packet.

**Employee FMLA Notification Packet (Please read this important information so you are aware of your rights and responsibilities).**

**Packet Contents**

* Texas A&M AgriLife FMLA Notice of Eligibility and Rights & Responsibilities (AG-523)
* US Department of Labor Fact Sheet – Employee Rights under FMLA
* System Regulation 31.03.05, Family and Medical Leave

**Medical Certification Packet**

**Packet Contents**

* Medical Certification Form for Employee (AG-521)
* Employee’s Position Description

**Instructions**

1. Give the medical certification packet to your medical provider.
2. Your physician MUST complete the Medical Certification Form.
3. The physician’s office can fax the Medical Certification form to 979-458-1046 or the completed form may be returned directly to your department’s HR Contact.

Your physician must complete and return the Medical Certification Form in order for us to make a proper determination of whether the event is covered under FMLA and to support your leave and FMLA coverage.

When submitting your Time Off, you will need to submit two requests for each day (same date/number of hours) – one reflecting your paid Time Off type and one reflecting FMLA Time Off.  You are not eligible to use your future monthly accruals until you return to work.  If you need assistance submitting your time off, please let me know and I’ll be happy to assist you.

Please contact your supervisor at least every two weeks while you are out to keep him/her informed of your status.  You will need an updated medical certification form if your situation changes and you need more or less time off than originally indicated.  Please let us know as soon as possible.

**IMPORTANT NOTE:**  Benefit changes due to a qualifying life event must be completed in Workday within 30 calendar days from the date of event. This includes adding a newborn to coverage. **To be covered as a dependent under your insurance coverages on the date of birth, newborns must be added to coverage within 30 days after the birthdate.**  If you do not make your changes within 30 days of the life event, you cannot add/change coverage until the next Open Enrollment period.  *Please see the attached instructions for adding a newborn.*

If you have any questions or if you need further assistance, please don’t hesitate to contact me.