Attention: Unit Contacts and Absence Partners

Please feel free to use the attached FMLA or Parental Leave email notification templates when notifying an employee of their FMLA eligibility. You may want to modify accordingly depending on the situation.

- FMLA email notification template
- FMLA email notification (birth of a child) template
- Parental Leave email notification (birth of a child) template
- Adding a Newborn instructions

FYI – The FMLA (birth of a child) and Parental Leave (birth of a child) email notifications include information about adding a newborn to insurance within 30 calendar days from the birthdate. The instructions are also attached.

NOTE: When an employee is not eligible for FMLA, please give them the Parental Leave Memo (AG-524) when they will be out due to the birth of a child.

If you have any questions, please contact Doris Tykal at doris.tykal@ag.tamu.edu or 979-845-2361.

Texas A&M AgriLife Human Resources | http://agrilifeas.tamu.edu/hr/ | p. 979-845-2423
Note: Please do not reply to this email, as this email address does not accept reply to messages.