



DESIGNATION NOTICE

(EXPANDED FAMILY AND MEDICAL LEAVE ACT)

TO: ENES BALANDRAN

DATE: MAY 29, 2020

We have reviewed your request for leave under the FFCRA Expanded Family Medical Leave Act and any supporting documentation that you have provided. We received your most recent information on **MAY 28, 2020** and decided:

- Your EFMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave.**

The FMLA requires that you notify us as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against your leave entitlement:

- Provided there is no deviation from your anticipated leave schedule, the following number of hours, days, or weeks will be counted against your leave entitlement: March 2, 2020 through March 22, 2020. (These dates are subject to change, if necessary.)

Please be advised (check if applicable):

- We are requiring you to use paid leave during your FMLA leave.
- You will be required to present a fitness-for-duty certificate to be restored to employment. If such certification is not timely received, your return to work may be delayed until certification is provided. A list of the essential functions of your position **is** **is not** attached. If attached, the fitness-for-duty certification must address your ability to perform these functions.

Additional information is needed to determine if your FMLA leave request can be approved:

- The certification you have provided is not complete and sufficient to determine whether the FMLA applies to your leave request. You must provide the following information no later than _____, *(provide at least seven calendar days)* unless it is not practicable under the particular circumstances despite your diligent good-faith efforts, or your leave may be denied. *(Specify information needed to make certification complete and sufficient):*

- We are exercising our right to have you obtain a second or third opinion medical certification at our expense, and we will provide further details at a later time.

- Your FMLA leave request is not approved.
- The FMLA does not apply to your leave request.
- You have exhausted your FMLA leave entitlement in the applicable 12-month period.

