

FMLA Rights & Responsibilities Notice

This notice provides information regarding your rights and responsibilities under the Family and Medical Leave Act (FMLA).

Employee Name:

Department:

Date of Notice:

Your Rights Under FMLA

- You have the right to up to 12 workweeks of leave in a 12-month period for qualifying reasons.
- Your health benefits must be maintained during any period of FMLA leave.
- You have the right to be restored to the same or an equivalent job upon your return to work.

Your Responsibilities

- You must provide sufficient information to determine if the leave may qualify for FMLA protection.
- You may be required to provide medical certification and periodic recertification.
- You must comply with your employer's usual and customary leave policies.

Signature:

Date: