



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Date _____

Name _____

Address _____

City, State Zip _____

Dear _____,

Our records indicate your leave entitlement under the Family Medical Leave Act (FMLA) will expire on or about _____.

On the above date, you are expected to return to work based on a full medical release from your Health Care Provider. It is your responsibility to ensure your medical certification is received within enough time to meet your return to work deadline. This release must be provided to me at least two working days prior to your return, but no later than _____ (two working days before expiration of leave). This release must come from the same Health Care Provider upon whose recommendation the initial leave was granted. Failure to provide this documentation may result in disciplinary action up to and including dismissal. In addition, any absence beyond the FMLA entitlement may result in unauthorized and unexcused absences resulting in unauthorized leave without pay.

If you have questions, please feel free to contact me.

Sincerely,

Name & Title

cc: Official Personnel File

2737 Centerview Drive • Tallahassee, Florida 32399-3100 • (850) 488-1850

Rick Scott, Governor

Timothy Niermann, Interim Secretary

The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.