(Date)

(Name)

(Street Address)

(City, State and Zip Code)

Re: Family Leave Approval for Child Care/Bonding

Dear (Name),

Your request for family leave under University policy to care for and bond with your child after birth, adoption or placement in foster care is approved for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If some or all of your leave is covered by the provisions of the Family and Medical Leave Act (FMLA) and/or the New Jersey Family Leave Act (NJFLA), please read the attached Designation Notice for information regarding your approved FMLA and/or NJFLA leave and contact me if you have any questions.

If you need to request a leave extension, please notify me at least 30 days in advance of your return to work date, or if your need for an extension was not foreseeable, as soon as you are aware of the need for additional leave. A late request without justification may result in a delay or denial of your leave. The maximum amount of leave you are entitled to is 12 weeks in a 12-month period under University policy and FMLA, and 12 weeks in a 24-month period under NFJLA. Leave taken under FMLA and NJFLA will run concurrently. If you fail to return to work and have not requested an extension, your absence will be unauthorized and may result in disciplinary action, up to and including termination from employment.

If you are on unpaid leave, you will be responsible for the monthly medical and prescription drug health benefits employee premium share costs (i.e., the amount normally deducted from your paycheck) for up to twelve weeks of unpaid leave. Contact UHR Benefits Enrollment at 848-932-3990 or [benefits@hr.rutgers.edu](mailto:benefits@hr.rutgers.edu) to discuss how to continue to make your share of the premium payments on your health insurance to maintain health benefits during your period of unpaid leave. If you have dental insurance, you will be responsible for payment of the full premium for any period of unpaid leave. More information regarding health benefits while on an unpaid leave of absence is available at: <http://uhr.rutgers.edu/worklife-balance/leave-absence/medical-prescription-drug-and-dental-coverage>.

If a portion of your leave is unpaid, you may also be eligible for New Jersey Family Leave Insurance. This state program provides partial income replacement for up to six weeks of unpaid leave. (For intermittent leave, each intermittent period of leave must be seven (7) days or more.) Information on this program as well as the application form can be found at: [http://lwd.dol.state.nj.us/labor/fli/fliindex.html](http://lwd.dol.state.nj.us/labor/fli/fliindex.html%20) . If you choose to apply, complete your portion of the application and send it to University Human Resources via fax (732-932-0047) or mail (University Human Resources Operations, Rutgers, The State University of New Jersey, 57 U.S. Highway 1, New Brunswick, N.J., 08901-8554) for completion of the employer portion of the form. University Human Resources will send completed applications to the NJ Department of Labor for a decision. Your application must reach the NJ Department of Labor within 30 days of the first day of your Family Leave Insurance claim. If you are going directly from Temporary Disability Insurance to Family Leave Insurance, the NJ Department of Labor will contact you with instructions on how to apply.

Please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_ if you have any questions.

Sincerely,