(Date)

(Chair)

RE: Plans for FMLA/Parental Leave

Dear (Chair),

I wanted to share with you my plans for leave in the upcoming months.

I will be out around (date) which is my (my spouse’s) due date.

I plan to use xx weeks of vacation pay.

The remaining xx weeks will be as unpaid leave.

I plan to return to work (date) dependent upon when I start the leave.

I have communicated with HR Benefits to pay for continuation of benefits during my unpaid leave.

(if applicable)

I have communicated with the (clinic manager) to close my template during this time.

I will let the (AA in office) know when I deliver so I can officially be placed out of leave.

Thanks.

Sincerely,

Signature

cc: Administrator

 Manager/Adm Asst

 Clinic Manager

Connie Chesemore, Provider Support Services

 Alicia Johnstone, Assistant Director, Coding Management

 Sandra Landis, Sr. Revenue Cycle Advisor