



100 E. Carolina Ave.
P.O. Drawer 2497
Hartsville, SC 29551
www.hartsvillesc.gov

October 21, 2016

Qualifying Employee
123 Main Street
Hartsville, SC 29550

Re: Family and Medical Leave Act Benefits and Information

Dear Employee:

Based upon available information, the City has concluded that your absence beginning approximately **October 18, 2016** is a qualifying absence under the Family and Medical Leave Act (FMLA). The primary purposes of this letter are to advise you of the benefits available to you under the FMLA and to advise you that your absence from work during the above period, whether paid or unpaid leave, will be counted as part of your twelve (12) work week FMLA leave entitlement.

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. [Eligible employees can take up to twelve (12) work weeks of FMLA covered leave in any rolling twelve (12) month period.] If an eligible employee is able to return to his position prior to the expiration of this twelve (12) work week period, the FMLA entitles the employee to reinstatement.

You are required to provide regular updates regarding your status and your ability to return to work. Please contact me at 843-383-3026 regarding any changes in your status or your ability to work.

The City will continue to pay its share of your health insurance premiums during the 12 week leave entitlement, and you remain responsible for paying your portion of the health insurance premiums along with all other deductions on the date they are normally deducted from your paycheck.

Enclosed in your FMLA packet are the following documents:

- FMLA Employee Rights & Responsibilities
- FMLA Fact Sheet #28
- *Certification of Healthcare Provider
- Notice of Eligibility and Rights & Responsibilities

***Your Certification of Healthcare Provider is due back to the City no later than November 7, 2016 as outlined in your Notice of Eligibility and Rights & Responsibilities form.** If this information is not provided in a timely manner, your leave may be denied. Please contact me at 843-383-3026 at your earliest convenience should any issues arise or if you require further explanations regarding the information provided in this letter and subsequent attachments.

Sincerely,

A handwritten signature in black ink, appearing to read "Rebecca Mejia-Ward", is written over a circular stamp or seal.

Rebecca Mejia-Ward
Human Resources Manager



100 E. Carolina Ave.
P.O. Drawer 2497
Hartsville, SC 29551
www.hartsvillesc.gov

January 27, 2017

**Qualifying Employee
123 Main Street
Hartsville, SC 29550**

Re: FMLA Leave Exhausted / Termination of Employment

Dear Employee:

This letter serves as notification of the expiration of your 12-week leave entitlement under the Family and Medical Leave Act (FMLA). According to our records, your leave which began on October 18, 2016 **exhausted the twelve weeks' entitlement on January 13, 2017.**

Based on our discussion Thursday, January 12th - your healthcare provider has not released you back to work due to the severity of your medical condition. No work or jobsite accommodations were recommended. This was confirmed with documentation received from your provider on January 17th which states that further assessment would not be made for a minimum of 3 to 4 months. Hence, your healthcare provider is unable to provide an estimated return to work date in the foreseeable future.

Due to the information provided, we regret that we can no longer continue your employment with the City. Normally you would be terminated as of the date of notification (1/27), however due to your years of service the City will provide you the opportunity to resign effective February 13, 2017. This will allow you time to file for disability, as you indicated interest in during our last meeting. This would also provide the added benefit of continued health insurance through the end of February.

Please notify us on or before **Wednesday, February 1** if you would like to resign effective **February 13, 2017**. You may make an appointment to prepare your Retirement paperwork with the assistance of HR at that time. If we do not hear from you by **Wednesday February 1**, we will proceed with the processing of your dismissal as of the date of notification [**January 27, 2017**]. Information for continuation of Health Insurance via COBRA will be mailed to your home according to the final termination date on file.

Please contact HR if you have any questions.

Sincerely,

Rebecca Mejia-Ward
Human Resources Manager

Acceptance of Resignation 2/13/2017

Signature	Date