

Part B: Additional Information Needed

1. Additional information is needed to determine if your FMLA/CFRA/PDL leave request can be approved:

- The certification you provided is not complete and sufficient to determine whether the FMLA/CFRA/PDL apply to your leave request. You must provide the following information or your leave may be denied:

- We are exercising our right to have you obtain a second or third opinion medical certification at our expense for your serious health condition, and we will contact you to provide further details (FMLA/CFRA only).

Part C: Leave Denial

1. Check all that apply:

- Your request for the following is not approved
 - FMLA CFRA PDL
- The applicable leave regulations do not apply to your request
- Complete and sufficient certification was not provided
- You have exhausted your leave entitlement in the applicable 12-month period
- Other/Comment:

Printed Name of HR Representative

Signature of HR Representative

Date

Privacy Notice

This notice is provided pursuant to the Information Practices Act of 1977.

The department listed below is requesting the information specified on this form:

Department/Division

The information collected will be used for purposes of determining your eligibility for FMLA/CFRA/PDL benefits.

Individuals should not provide personal information that is not requested or required.

The submission of all information requested is mandatory unless otherwise noted. If you fail to provide the information requested, there may be a delay in processing your request.

Department Privacy Policy

The information collected by the department above is subject to the limitations in the Information Practices Act of 1977 and state policy. For more information on how we care for your personal information, please read our Privacy Policy.

Access to Your Information

Information provided on this form will be maintained by the department above pursuant to the State Records Management Act. Individuals have the right of access to copies of this form on request. Send requests to:

Department Contact Information

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