

**Sample Letter 13 – Certification Incomplete or Insufficient
(For all FML Leaves)**

[Date]

[Employee Name]

[Employee Address]

Dear [Employee Name]:

On [date] you provided me with a [name of certification] related to your request for a Family and Medical Leave (FML) for [reason]. Unfortunately, the certification you provided is NOT complete or sufficient to determine whether your leave qualifies as FML. I am returning the certification to you. In order to establish a valid reason to support your request for FML, you need to provide a complete and sufficient certification. The certification you provided is not complete/sufficient as noted below:

[identify section(s) needing completion]

Please return the completed form to _____ as soon as possible and preferably within 7 calendar days of this request. Unless and until a complete and sufficient [name of certification] is received, your absences will not be designated as FML. Without that designation, your absences will not be protected FML and may be considered unapproved.

If you have any questions about this, please let me know.

Sincerely,

[Name]

Cc: Benefits
[ER/LR/HR, as applicable]

Enclosure: [Name of Certification]