

SAMPLES OF DESIGNATION COMMUNICATIONS TO APPOINTING AUTHORITY and SUPERVISORS

Ron Hurt presented the State of Colorado Medical Certification Form for the new fiscal year to recertify his ongoing chronic condition. No period of extended incapacity is expected. Flare-ups may be anticipated twice monthly. Recertification will be required every six months. Please sign the FML Designation form and I will notify the appropriate individuals.

Recent medical certification states that Bill Skates' lumbar condition continues. This will qualify his absences related to the condition as FML beginning July 1, 2011 for a six month period when a recertification will be required. Absences will be intermittent.

Brenda Baby presented the State of Colorado Medical Certification form for Employee's Health Condition on July 14, 2011. The physician requires Brenda to reduce her work schedule to 6 hours per day during the prenatal period, effective immediately. Please meet with Brenda to accomplish this schedule.

Delivery date is estimated around January 9, 2012, after which she will need a six week recovery period. The 520 hour FML entitlement should cover the entire reduced schedule and recovery. She will likely exhaust all paid leave around December 22, 2011 and need to use FML LWOP for the duration of the condition.

Brenda questioned whether she might use non-FML leave without pay after that time for a bonding period with her newborn. I advised she will need to petition the Appointing Authority who has sole discretion on that.

I have prepared a designation form for your signature. CDOT received medical certification from the physician attending Debbie Devine's parents in Vermont. She is needed to assist with end of life care for her father and physical/psychological care for her mother. The projected FML absence is up to 4 weeks beginning July 29, 2011. FML Leave Without Pay is anticipated.

Ms. Minerva McGonagall presented the State of Colorado Medical Certification form to document her chronic lumbar condition (beginning 7/1/14). Flare-ups may be anticipated one to two times per month for episodes lasting two days, during which time it will be medically necessary for her to be absent from work. Recertification will be required every six months.

Mr. Albus Dumbledore presented the State of Colorado Medical Certification Form for the new fiscal year to recertify his ongoing chronic respiratory condition. Flare-ups may be anticipated monthly for up to four days per episode. Recertification will be required every six months.