

Tyler County Treasurer

Leann Monk



January 5, 2021

Re: FMLA Paperwork

Dear

I have been notified that you have been off from work due to COVID-19 and/or quarantining due to the illness. Per our County Policy, any absence due to illness that results in the employee being out for over three days will require two things –

- 1) The employee must be notified of his or her placement on FMLA (Family Medical Leave Act)
- 2) The employee, at the supervisor's discretion, must provide documentation from the employees treating physician for the diagnosis and release. This can be fulfilled by the completion of the enclosed FMLA paperwork that your physician must complete.

Should you have any questions, please do not hesitate contacting my office.

Sincerely,

Leann Monk,
Tyler County Treasurer
Human Resources Department

CC: Pct. Commissioner

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