**WORKDAY**

**FAMILY AND MEDICAL LEAVE DOCUMENTS**

**Uploading Documents**

When uploading documents, enter the Event number as the first character in the “Comment” field. This will allow all documents relating to the same event be easily identified.

*Example: 1. Health Care Provider Certification*

*Example: 1. February 23, 2019 Email Exchange*

**Family and Medical Leave Folder**

* Eligibility Notification letter
* Eligibility Notification and Designation letter
* Agency Designation letter
* Agency Designation and Exhaust letter
* Exhaust Notice
* Insufficient Medical Certification
* Medical Certification Reminder
* Request for Medical Cert – Jan 1
* Request for Medical Cert – not Jan 1
* Bereavement Leave Notification
* Sick Child Non-Serious Notification

**Medical Folder**

* All employee medical information (i.e. medical certifications/doctor notes)
* Communication between Absence Partner and employee
* All other communication related to Family and Medical Leave