



October 4, 2019

Crispina Meily
2700 Golfview Dr.
McKinney, TX 75069

Dear Rina,

Your leave is being designated through December 1, 2019. Please provide an update every 30 days with your intended return date, with the first update on or before October 31, 2019. Also, in accordance with requirements under FMLA, please call me at 469-304-9400, ext. 209 no later than three days prior to your scheduled return to work to check in and apprise me of your intent to return to work. A medical release will be required upon your return to work.

While on FMLA approved leave, you should not need to return to the premises unless you need to meet with me. In that case, you can check in downstairs with the Receptionist. Accordingly, please return your building key access card and your door fob immediately. Please mail these items confidentially to: 1700 Coit Road, Suite 100, Plano, TX 75075 to the attention of Susan Potter.

Your voluntary benefits are your responsibility to pay during your leave. The following is an itemization of the amounts (per benefit) you will be responsible for remitting to us to cover the costs for your benefit elections. Your current benefits are:

Voluntary Dependent Life Insurance:	\$0.50 per pay period
Voluntary Life Insurance:	\$12.00 per pay period
Short Term Disability:	\$16.72 per pay period
Medical Insurance:	\$127.70 per pay period
Dental Insurance:	\$23.08 per pay period
Vision Insurance:	\$8.06 per pay period
Child Support:	\$10.61 per pay period (not benefit but your legal obligation)
Child Support Garnishment Fee:	\$1.50 per pay period

Total: **\$200.17 per pay period**

Pay periods that benefits/garnishments need to be paid by: 10/11/2019
10/25/2019
11/08/2019
11/22/2019

Total Due through 12/01/2019: **\$800.68**
You can remit a check payable to the Company on a biweekly basis.

These amounts may also be paid in full now based on the estimated dates you provided for your leave, or you may send in payments biweekly. For questions about your benefits, you may contact *Paychex Health and Benefits* at 800-741-6277.

Please mail the payments for your benefits confidentially to: 1700 Coit Road, Suite 100, Plano, TX 75075 to the attention of Susan Potter.

I will be sending this information via certified mail, return receipt requested and to your personal email address you provided. Please remember failure to return from a leave of absence or to communicate with us about the need for more leave will result in voluntary termination of your employment, on the 3rd work day from your return date.

We wish you a speedy recovery and please feel free to call me if you should have any questions or concerns.

Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Susan Potter". The signature is written in a cursive style with a long horizontal stroke at the end of the name.

Susan Potter
Human Resources

Designation Notice
(Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division



OMB Control Number: 1235-0003
Expires: 8/31/2021

Leave covered under the Family and Medical Leave Act (FMLA) must be designated as FMLA-protected and the employer must inform the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. In order to determine whether leave is covered under the FMLA, the employer may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. While use of this form by employers is optional, a fully completed Form WH-382 provides an easy method of providing employees with the written information required by 29 C.F.R. §§ 825.300(c), 825.301, and 825.305(c).

To: Crispina Meily

Date: 10/04/2019

We have reviewed your request for leave under the FMLA and any supporting documentation that you have provided. We received your most recent information on 10/03/2019 and decided:

Your FMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave.

The FMLA requires that you notify us as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against your leave entitlement:

Provided there is no deviation from your anticipated leave schedule, the following number of hours, days, or weeks will be counted against your leave entitlement: 10 weeks - Returning to work 12/02/2019

Because the leave you will need will be unscheduled, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

Please be advised (check if applicable):

You have requested to use paid leave during your FMLA leave. Any paid leave taken for this reason will count against your FMLA leave entitlement.

We are requiring you to substitute or use paid leave during your FMLA leave.

You will be required to present a fitness-for-duty certificate to be restored to employment. If such certification is not timely received, your return to work may be delayed until certification is provided. A list of the essential functions of your position is is not attached. If attached, the fitness-for-duty certification must address your ability to perform these functions.

Additional information is needed to determine if your FMLA leave request can be approved:

The certification you have provided is not complete and sufficient to determine whether the FMLA applies to your leave request. You must provide the following information no later than _____, unless it is not practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied.
(Provide at least seven calendar days)

(Specify information needed to make the certification complete and sufficient)

We are exercising our right to have you obtain a second or third opinion medical certification at our expense, and we will provide further details at a later time.

Your FMLA Leave request is Not Approved.

The FMLA does not apply to your leave request.

You have exhausted your FMLA leave entitlement in the applicable 12-month period.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. 29 U.S.C. § 2617; 29 C.F.R. §§ 825.300(d), (e). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 – 30 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**

Form WH-382 January 2009

Crispina "Rina" Meily Job Description

Crispina is a Field Support Representative.

Job Responsibilities include:

- Answering inbound phone calls/live chats and assisting the caller with their concerns - whether it be order entry, shipping queries, commission queries, information updates, password resets, etc.
- Following up with the caller as needed.
- Answering and following up with emails and tickets that were sent to Support.
- Occasional projects assigned by management such as; helping with assembling informational binders for fellow Field Support Representatives, outbound retention calls, etc.