

[Company Name]
[Human Resources Department]
[Date]

[Employee Name]
Front Desk Receptionist
[Employee ID]

Subject: Authorization of Intermittent FMLA Leave Schedule

Dear [Employee Name],

This letter is to formally notify you that your request for intermittent leave under the Family and Medical Leave Act (FMLA) has been approved. Based on the medical certification provided, you are authorized to take leave on an intermittent basis for your own serious health condition or to care for a family member.

Leave Details:

- **Effective Dates:** From [Start Date] to [End Date/Recertification Date].
- **Frequency:** Up to [Number] episodes per [Week/Month].
- **Duration:** Approximately [Number of Hours/Days] per episode.

Reporting Requirements:

As a Front Desk Receptionist, your presence is essential for departmental operations. For each instance of intermittent leave, you must:

1. Follow the standard call-in procedures for the front desk.
2. Specifically state that the absence is for "FMLA" when notifying your supervisor.
3. Log your hours accurately in the [Timekeeping System Name].

Scheduling Expectations:

When scheduling planned medical appointments, you are required to make a reasonable effort to schedule them so as not to unduly disrupt front desk coverage, subject to the approval of your health care provider.

Please note that this leave will be counted toward your 12-week annual FMLA entitlement. All other terms and conditions of your employment remain in effect.

Sincerely,

[Name]
[Title]
[Contact Information]