

## How to Use This Toolkit

Use the sample templates, fillable forms, customizable Word documents, and policy language to help you create your own leave policies and documents. Download these documents and use them as is or revise where applicable. Review commentary in the Suggested Reading section for further guidance on employee leave.

### Sample Forms, Policies, and Tools

1. [Employee Leave Notification Letters](#)
2. [FMLA Calculation Methods](#)
3. [Leave of Absence Request Form \(document\)](#)
4. [Leave of Absence Request Form \(fillable\)](#)
5. [Non-FMLA Medical Certification Form](#)
6. [Time Off Policies](#)

### Federal Materials

1. [Form WH-380-E, FMLA Physician Certification](#)
2. [Form WH-380-F, Certification of Health Care Provider for Family Member's Serious Health Condition](#)
3. [Form WH-381, Notice of Rights and Responsibilities](#)
4. [Form WH-382, Designation Notice](#)
5. [Form WH-384, Military Exigency Certification](#)
6. [Form WH-385, Military Family Leave Certification](#)
7. [Form WH-385-V, Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave](#)
8. [Family and Medical Leave Act Poster](#)

### Suggested Reading

1. [Leaves of Absence and Time Off](#)