



PAID FAMILY MEDICAL LEAVE (PFML) RECONSIDERATION

TO BE COMPLETED BY EMPLOYEE OR AUTHORIZED REPRESENTATIVE:

INSTRUCTIONS:

- A reconsideration request shall be filed by the employee or their authorized representative within 30 calendar days after the employee receives a denial from the appointing authority (or their designee) unless good cause can be shown.
- An employee should send the completed form and attachments to **PFML.Appeals@maryland.gov**
- An employee who requires leave for a qualifying purpose while a reconsideration request is pending may use other leave as appropriate, or request unpaid leave. Such leave will be returned to the employee if their PFML application is subsequently approved, retroactive to the approved start date of PFML.

EMPLOYEE INFORMATION:

NAME: _____ **W#:** _____

AGENCY: _____

REASON FOR RECONSIDERATION REQUEST:

(Explain in detail the reason you are requesting reconsideration of the denial of your PFML application.)

ATTACHMENTS:

(check all that apply)

Original request, supporting documentation, and Appointing Authority Decision (required)

Additional supporting documentation (optional)

ATTESTATION:

By signing this document, I certify that the information provided is true and correct to the best of my knowledge and I understand that providing false information on this form may result in disciplinary action and the loss of my benefits.

Employee or Authorized Representative Signature: _____ Date: _____

TO BE COMPLETED BY DBM'S RECONSIDERATION UNIT WITHIN 10 WORKING DAYS OF RECEIPT:

APPROVED

DENIED

Date: _____

Denied for the following reasons:

Completed By (Printed Name)

Signature

Appeal Rights: If the PFML denial is upheld upon reconsideration, the employee or their authorized representative may appeal the denial to DBM's Chief Human Resources Officer or designee within 30 calendar days of receiving the denial.

**RECONSIDERATION REQUEST AND SUPPORTING DOCUMENTATION SHOULD BE
PLACED IN EMPLOYEE'S OFFICIAL MEDICAL FILE**

cc: Employee
Agency HR
Unit
Official Medical File