

San Joaquin County: Certification of Qualifying Exigency for Military Family Leave (FMLA)

INSTRUCTIONS to the EMPLOYEE: Please complete all parts of this form fully and completely. Several questions seek a response as to the frequency or duration of the qualifying exigency. Be as specific as you can; terms such as “unknown,” or “indeterminate” may not be sufficient to determine FMLA coverage. Failure to provide the requested information within **15 calendar** days from the date of this notice may result in a denial of or delay in the processing of your FMLA request. **Please note that a new form must be completed for each qualifying event.** (i.e., one to meet with a school official and another to meet with a financial or legal advisor)

Employee Name (Print): _____

Name of covered military member on active duty or call to active duty status in support of a contingency operation:

First	Middle	Last
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Relationship of covered military member to you: _____

Period of covered military member's active duty: _____

A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes written documentation confirming a covered military member's active duty or call to active duty status in support of a contingency operation. Please check one of the following:

- A copy of the covered military member's active duty orders is attached.
- Other documentation from the military certifying that the covered military member is on active duty (or has been notified of an impending call to active duty) in support of a contingency operation is attached.
- I have previously provided my employer with sufficient written documentation confirming the covered military member's active duty or call to active duty status in support of a contingency operation.

PART A: Qualifying Reason for Leave

QUALIFYING EXIGENCIES ARE: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and (8) additional activities agreed to by the employer and the employee

1. Describe the reason you are requesting FMLA leave due to a qualifying exigency (including the specific reason you are requesting leave):

2. A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes any available written documentation which supports the need for leave; such documentation may include a copy of a meeting announcement for informational briefings sponsored by the military, a document confirming an appointment with a counselor or school official, or a copy of a bill for services for the handling of legal or financial affairs. Available written documentation supporting this request for leave is attached.

Yes No None Available

PART B: Amount of Leave Needed

1. Approximate date exigency commenced: _____ Probable duration of exigency: _____

2. Will you need to be absent from work for a single continuous period of time due to the qualifying exigency? No Yes

If yes, estimate the beginning and ending dates for the period of absence: _____

3. Will you need to be absent from work periodically to address this qualifying exigency? No Yes

Estimate schedule of leave, including the dates of any scheduled meetings or appointments:

Estimate the frequency and duration of each appointment, meeting, or leave event, including any travel time (e.g. 1 deployment-related meeting every month lasting 4 hours):

a) **Frequency:** _____ times per _____ week(s) _____ month(s) _____

b) **Duration:** _____ hour(s) or _____ day(s) per event _____

PART C:

If leave is requested to meet with a third party (*such as to arrange for childcare, to attend counseling, to attend meetings with school or childcare providers, to make financial or legal arrangements, to act as the covered military member's representative before a federal, state, or local agency for purposes of obtaining, arranging or appealing military service benefits, or to attend any event sponsored by the military or military service organizations*), you must provide a complete and sufficient certification that includes the name, address, and appropriate contact information of the individual or entity with whom you are meeting (i.e., *either the telephone or fax number or email address of the individual or entity*). This information may be used by San Joaquin County to verify that the information contained in this form is accurate.

Name of Individual: _____ Title: _____

Organization: _____

Address: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____

Describe nature of meeting:

PART D:

I certify that the information I provided above is true and correct.

Signature of Employee

Date