Linn-Mar Community School District Certification of Qualifying Exigency For Military Family Leave (Family and Medical Leave Act)

### U.S. Department of Labor Employment Standards Administration Wage and Hour Division

U.S. Wage and Hour Division

OMB Control Number: 1235-0003 Expires: 5/31/2018

## SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. Please complete Section I before giving this form to your employee. Your response is voluntary, and while you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 CFR 825.309.

	•		the FWLA regulations, 29 CFR 825.509.		
Employer name: Linn-	-Mar Commur	nity School District	•		
Contact Information: Cathy Gauger, Benefits and Leave Specialist					
SECTION II: For Con	npletion by the EMP	LOYEE			
employer to require that y to a qualifying exigency. exigency. Be as specific FMLA coverage. Your	you submit a timely, co Several questions in as you can; terms suc response is required to o do so may result in a	omplete, and sufficient certific this section seek a response as the as "unknown," or "indetern obtain a benefit. 29 CFR 82 a denial of your request for FI	and completely. The FMLA permits an cation to support a request for FMLA leave due as to the frequency or duration of the qualifying minate" may not be sufficient to determine 25.310. While you are not required to provide MLA leave. Your employer must give you at		
Your Name:	First	Middle	Last		
		ity or call to covered active d			
I	First	Middle	Last		
Relationship of military 1	nember to you:				
Period of military member	er's covered active dut	y:			
documentation confirmin	g a military member's ch the indicated docum	covered active duty or call to	due to a qualifying exigency includes written o covered active duty status. Please check one ary member is on covered active duty or call to		

A copy of the military member's covered active duty orders is attached.

Other documentation from the military certifying that the military member is on covered active duty (or has been notified of an impending call to covered active duty) is attached.

I have previously provided my employer with sufficient written documentation confirming the military member's covered active duty or call to covered active duty status.

# PART A: QUALIFYING REASON FOR LEAVE

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 the military member's Rest and Recuperation leave; a document confirming an appointment with a third party, such as a counselor or school official, or staff at a care facility; 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?  Yes□ No□				
	If so, 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? Yes□ No□				
	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 ( <u>i.e.</u> , 1 deployment-related meeting every month lasting 4 hours):				
	Frequency: times per week(s) month(s)				
	Duration: hours day(s) per event.				

### **PART C:**

If leave is requested to meet with a third party (such as to arrange for childcare or parental care, to attend counseling, to attend meetings with school, childcare or parental care providers, to make financial or legal arrangements, to act as the 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), a complete and sufficient certification 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 your employer to verify that the information contained on this form is accurate.

Name of Individual:	Title:	
Organization:		
	Fax: ()	
Email:		
PART D:		
I certify that the information I provided a	bove is true and correct.	
Signature of Employee	Date	

#### PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. 2616; 29 CFR 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 20 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 AV, NW, Washington, DC 20210. DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION; RETURN IT TO THE EMPLOYER.

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