



Certification of Qualifying Exigency For Military and Family Leave  
(Armed Forces, National Guard and Reserves)

•Family and Medical Leave Act (FMLA)

**For Completion by the EMPLOYEE**

**Instructions to the Employee:** The FMLA permits the County to require that you submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a qualifying exigency. Several questions in this section 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. Your response is required to obtain a benefit. While you are not required to provide this information, failure to do so may result in a denial of your request for FMLA leave.

**You have 15 calendar days to return this form.**

|                                     |                       |
|-------------------------------------|-----------------------|
| Employee Name (Last, First, Middle) | Employee ID Number    |
| Department                          | Daytime Contact Phone |

Name of the covered military member on active duty or call to active duty status in a foreign country in support of a contingency operation (Last, First, Middle):

Relationship of the covered military member to you:  
 Child     Spouse     Parent     Domestic Partner

Period of 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) and has been deployed to a foreign country 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 a foreign country in support of a contingency operation.

**PART A: QUALIFYING FREASON FOR LEAVE**

Describe the specific reason you are requesting FMLA leave due to a qualifying exigency:

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

|          |                    |
|----------|--------------------|
| Employee | Employee ID Number |
|----------|--------------------|

**PART B: AMOUNT OF LEAVE NEEDED**

Approximate date exigency commenced:

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Probable duration of exigency:

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

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

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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:

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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):

Frequency: \_\_\_\_\_ times per: \_\_\_\_\_ week(s): \_\_\_\_\_ month(s):

Duration: \_\_\_\_\_ hours or: \_\_\_\_\_ day(s) per event:

**PART C: THIRD PARTY INFORMATION**

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), 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 e-mail address of the individual or entity). This information may be used by the County to verify the accuracy of the information contained on this form.

|                     |             |
|---------------------|-------------|
| Name of Individual: | Title       |
| Organization:       | E-mail:     |
| Telephone:          | Fax Number: |

Address (Street Address, Suite Number, City, State, Zip Code):

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Describe the nature of the meeting:

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**PART D: EMPLOYEE CERTIFICATION**

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

\_\_\_\_\_  
Signature of Employee
\_\_\_\_\_  
Date