

STATE OF OHIO
**Certification of Qualifying Exigency
For Military Family Leave
(FAMILY AND MEDICAL LEAVE ACT)**

CONFIDENTIAL
(Please Print or Type)

SECTION I: For Completion by the AGENCY

Instructions: Please complete Section I before giving this form to your employee.

Agency Name and Contact: _____

SECTION II: For Completion by the EMPLOYEE

Instructions: Please complete Section II fully and completely. The FMLA permits an employer 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. Your employer must give you at least 15 calendar days to return this form to your employer.

Your Name (First/Middle/Last): _____ OAKS User ID: _____

Telephone (W): _____ Telephone (H): _____

Address: _____

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

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

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 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? 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 (i.e. one deployment-related meeting every month lasting 4 hours):
- Frequency: _____ times per _____ week(s) _____ month(s)
- Duration: _____ hours _____ day(s) per event.

