

DIVISION OF ADMINISTRATION

Certification of Qualifying Exigency for Military Family Leave (Family and Medical Leave Act)

SECTION I: For Completion by 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 C.F.R. § 825.309.

Employer name: _____

Contact Information: _____

SECTION II: For Completion by the EMPLOYEE

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. 29 C.F.R. § 825.310. 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

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

First

Middle

Last

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. 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, 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 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: _____

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

**Notice of Eligibility, Designation Notice, and Rights & Responsibilities
(Family and Medical Leave Act)**

This notification/designation must be provided to the employee within five (5) business days of the employee notifying the employer (or the employer otherwise becoming aware) of the need for FMLA leave.

To: _____ Personnel #: _____
Employee

From: _____ Section: _____
Employer Representative

Date: _____

A. NOTICE OF ELIGIBILITY

I. On _____, we became aware that you needed leave beginning on _____ for:

- _____ The birth of a child, or placement of a child with you for adoption or foster care;
- _____ Your own serious health condition;
- _____ Because you are needed to care for your _____ spouse; _____ child; _____ parent due to his/her serious health condition;
- _____ Because of a qualifying exigency arising out of the fact that your _____ spouse; _____ son or daughter; _____ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
- _____ Because you are the _____ spouse; _____ son or daughter; _____ parent; _____ next-of-kin of a covered servicemember with a serious injury or illness.

II. This Notice is to inform you that you:

- _____ Are eligible for FMLA leave, provided the appropriate documentation requirements are met.
- _____ Are **not** eligible for FMLA leave, because (only one reason need be checked, although you may not be eligible for other reasons):
 - _____ You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately _____ months towards this requirement.
 - _____ You have not met the FMLA's 1,250-hours-worked requirement.
 - _____ You do not work and/or report to a site with 50 or more employees within 75-miles.

III. As indicated in Section II above, you meet the eligibility requirements for taking FMLA leave and still have FMLA leave available in the applicable 12-month period. **However, in order for us to determine whether your absence qualifies as FMLA leave, you are required to furnish a *Certification of Health Care Provider form*.** You must furnish the completed form to _____ by _____. (If a certification is requested, employers must allow at least 15 calendar days from receipt of this notice; additional time may be required in some circumstances.) If sufficient information is not provided in a timely manner, it may not be designated as FMLA qualifying and therefore would not be job-protected.

- _____ Sufficient certification to support your request for FMLA leave. A certification form that sets forth the information necessary to support your request is enclosed.
- _____ Sufficient documentation to establish the required relationship between you and your family member.
- _____ Other information needed: _____
- _____ No additional information requested.
- _____ **Not Applicable** (Employee does not meet eligibility requirements for taking FMLA leave.)
Explain: _____

B. DESIGNATION NOTICE

_____ Based on the information we have, we believe this absence qualifies under the FMLA. Your absence will be counted against and deducted from your FMLA leave entitlement. Your absence will also be charged against (and deducted from) any balance you maintain of accrued compensatory, sick or annual leave, as appropriate. The deduction will be made against whichever leave is appropriate under current leave rules and policies. If it is later determined that this leave doesn't qualify under FMLA you will be notified and all leave charged to your FMLA entitlement will be restored.

The FMLA requires that you notify us as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against your leave entitlement:

_____ Provided there is no deviation from your anticipated leave schedule, the following number of hours, days, or weeks will be counted against your leave entitlement: _____

_____ Because the leave you will need will be unscheduled, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

C. RIGHTS AND RESPONSIBILITIES FOR TAKING FMLA LEAVE

I. **If your leave does qualify** as FMLA leave you will have the following **rights** while on FMLA leave:

- You have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period, with one exception. If you and your spouse are both employed by the Division of Administration, and the reason for your leave is the birth or placement of a child or to care for a sick child, you and your spouse are entitled to a **total** of 12 weeks of FMLA leave for that event.
- You have a right under the FMLA for up to 26 weeks of unpaid leave in a single 12-month period to care for a covered servicemember with a serious injury or illness. This single 12-month period commenced on _____.
- You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. (If your leave extends beyond the end of your FMLA entitlement, you do not have return rights under FMLA.)
- Your group health and/or life insurance benefits which are sponsored by the state must be maintained during any period of FMLA leave under the same conditions as if you continued to work.
- If you do not return to work following FMLA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; 2) the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or 3) other circumstances beyond your control, you will be required to reimburse the state for premiums paid on your behalf for your group health and/or life insurance during your FMLA leave.

II. **If your leave does qualify** as FMLA leave you will have the following **responsibilities** while on FMLA leave:

- The Division of Administration will continue to pay the state's portion of your group health and/or life insurance premiums while you are on leave with or without pay. While you are on **paid leave** (compensatory, sick, annual), your portion of the premium will continue to be automatically deducted from your paycheck. If you are on **leave without pay** you must make arrangements for payment of your portion with staff in the Office of Human Resources. If you fail to pay your portion of the premium, the DOA will pay your portion of the premium on your behalf. You will be required to reimburse the state for the premium paid on your behalf upon your return to work.

- If you pay other **benefits which are payroll deducted from your paycheck but are not state sponsored**, (e.g., disability insurance, cancer insurance, dental insurance, life insurance other than State sponsored life insurance, etc.), you must make arrangement for payment of those premiums with the administrator of the policy. If you need a telephone number for the administrator you may contact the Office of Human Resources.
- You will be required to use your available accrued compensatory, sick, or annual leave during your FMLA absence, as appropriate. This means that you will receive your paid leave and the leave will also be considered protected FMLA leave and counted against your FMLA leave entitlement. If you do not have sufficient accrued paid leave, the remaining FMLA absence will be unpaid leave.

Additional responsibilities may include (only check blanks that apply):

- While on leave, you will be required to furnish us with periodic reports of your status and intent to return to work: once a week, once every two weeks, once a month. Specifically, you will be expected to notify your immediate supervisor.
- If the circumstances of your leave change and you are able to return to work earlier than the date initially indicated, you will be required to notify us at least two work days prior to the date you intend to report to work.
- If further certification is needed, you will be required to furnish an updated completed health care provider's certification relating to a serious health condition. We will send you a blank health care provider's certification form two weeks in advance of the date the completed form will be due in our office.
- You will be required to present a fitness-for-duty certificate to be restored to employment. If such certification is not timely received, your return to work may be delayed until certification is provided. A list of the essential functions of your position is **is not** attached. If attached, the fitness-for-duty certification must address your ability to perform these functions.

DIVISION OF ADMINISTRATION

(Form #2)

**Final Confirmation Notice of FMLA Use
(Family and Medical Leave Act)**

EMPLOYEE NAME:

PN #

SECTION:

EMPLOYER REPRESENTATIVE:

DATE: February 8, 2011

We have reviewed your request for leave under the FMLA and any supporting documentation that you have provided. We received your most recent information on _____, and concluded that:

_____ **Your leave request is complete and FMLA protection will be applied according to federal regulations and DOA policy.**

We understand that you need this leave beginning on _____, and that you:

_____ Expect leave to continue until on or about _____.

_____ Do not know how long you will be unable to report to work.

_____ Will be able to report to work on an intermittent basis.

_____ Please note that entitlement will be exhausted on or about _____.

_____ **Additional information is needed to determine if your FMLA leave status can be approved:**

_____ The certification you have provided is not complete and sufficient to determine whether the FMLA applies to your leave request. You must provide the following information no later than _____, unless it is not practicable under the particular circumstance despite your diligent good faith efforts, or your leave may be denied.

(Specify information needed to make the certification complete and sufficient)

_____ We are exercising our right to have you obtain a second or third opinion medical certification at our expense, and will provide further details at a later time.

NOTE: This form will be completed by the Office of Human Resources (OHR) and forwarded to the employee's section. The section will forward a copy of this form to the employee as soon as possible.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.