



- 1. Employee's Full Name: _____ myWSU ID# _____
2. 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 Employee: _____
Period of Covered Military Member's Active Duty: _____
3. 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; or
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; or
I have previously provided Wichita State University 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? [] Yes [] No
If so, estimate the beginning and ending dates for the period of absence: _____ to _____
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 (i.e., one deployment-related meeting every month lasting four 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 Wichita State University to verify that the information contained on this form is accurate.

Name of individual or entity with whom you are meeting: _____

Title: _____

Organization: _____

Address: _____

Street

City

State

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