

Family Medical Leave Act Request for Military Exigency Absence

EMPLOYEE INFORMATION:														
Employee Name		Personnel Number	Home Telephone Number (optional)											
Agency		Work Location												
Supervisor Name		Timekeeper Name (optional)												
REQUEST INFORMATION:														
<p>I am requesting Military Exigency Absence in accordance with the Family and Medical Leave Act (FMLA). I understand that I will need to provide a completed <i>Military Exigency Certification</i> form within 15 days to support the request which will be reviewed for approval within five business days.</p>														
<p>1. This request is for absence due to military exigency for the below family member who is a member of the Guard or Reserves deployed to a foreign country or in support of a contingency operation; or a member of a regular branch of the Armed Forces deployed to a foreign country.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; padding: 5px;">Name of Family Member</td> <td style="width: 50%; padding: 5px;">Relationship</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table>				Name of Family Member	Relationship									
Name of Family Member	Relationship													
<p>2. Is this your first request for this Military Exigency Absence event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>														
<p>3. I anticipate being absent from work during the following time period due to this event:</p> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 45%; vertical-align: top;"> <p>Full-Time Absence</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">From Date</td> <td style="padding: 5px;">To Date</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table> </td> <td style="width: 10%; text-align: center; vertical-align: middle;">OR</td> <td style="width: 45%; vertical-align: top;"> <p>Intermittent or Reduced-Time Absence</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">From Date</td> <td style="padding: 5px;">To Date</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table> </td> </tr> </table> <p style="margin-top: 10px;">3a. For requests for intermittent/reduced-time, what is the estimated frequency of absences and duration of each episode?</p>				<p>Full-Time Absence</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">From Date</td> <td style="padding: 5px;">To Date</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table>	From Date	To Date			OR	<p>Intermittent or Reduced-Time Absence</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">From Date</td> <td style="padding: 5px;">To Date</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table>	From Date	To Date		
<p>Full-Time Absence</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">From Date</td> <td style="padding: 5px;">To Date</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table>	From Date	To Date			OR	<p>Intermittent or Reduced-Time Absence</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">From Date</td> <td style="padding: 5px;">To Date</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table>	From Date	To Date						
From Date	To Date													
From Date	To Date													
<p>4. I am electing to use the following absence types, if they are available. Check all that apply. If requested, paid absences must be used before using unpaid leave for each absence. Absence types requested to be used will be applied in the order below unless another order is requested in the "Comments" section below. Please note that accrued annual/combined, accrued personal, accrued holiday and accrued compensatory are mandatory and automatically applied before any other absence type is applied. In addition, changes to the leave election below must be made on a subsequent <i>Request for Military Exigency Absence</i> form and will be applied to absences prospectively.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Accrued Annual /(mandatory) <input checked="" type="checkbox"/> Accrued Personal (mandatory) <input checked="" type="checkbox"/> Accrued Holiday (mandatory) <input checked="" type="checkbox"/> Accrued Compensatory (mandatory) <input type="checkbox"/> Anticipated Annual /(optional) <input type="checkbox"/> Anticipated Personal (optional) <p style="margin-top: 10px;">After using accrued annual, accrued personal, accrued holiday, accrued compensatory and other paid leave indicated above, unpaid military exigency absence will automatically be applied.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Unpaid Military Exigency Absence 														
<p>5. I understand that for each different absence reason, I must provide a new <i>Military Exigency Certification</i> in addition to this request form to certify the specific reason for the exigency.</p>														
Comments:														
SIGNATURE: I have read and understand my leave elections above.														
Signature		Date of Request												
<p>Please return this form to: Anita Weaver, Leave Absence Coordinator Shippensburg University, Office of Human Resources 1871 Old Main Drive, Shippensburg, PA 17257</p> <p style="text-align: right;">Phone: (717) 477-1324 Fax: (717) 477-4037 Email: amweav@ship.edu</p>														