CERTIFICATION OF QUALIFYING EXIGENCY FOR MILITARY FAMILY LEAVE
(FAMILY AND MEDICAL LEAVE ACT)

INSTRUCTIONS to 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. You must return this form to Human Resources within 15 days.

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? _____Yes _____No

   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 the qualifying exigency?

   _____Yes _____No   If so, estimate schedule of leave, including information as to the dates of scheduled meetings or appointments:

   _______________________________________________________________________

   _______________________________________________________________________

   _______________________________________________________________________

   _______________________________________________________________________

   _______________________________________________________________________
Estimate the frequency and duration of each appointment, meeting or leave event, including any travel time (for example, 1 deployment meeting lasting 4 hrs.)

Event: _______________  Frequency: _____times per ___ week(s) ____ month(s)
Duration: ___ hours ___ day(s)

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Duration: ___ hours ___ day(s)

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Duration: ___ hours ___ day(s)

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 Horry County Government to verify that the information contained on this form is accurate.

Name of Individual: _____________________ Title: ___________________________________
Organization: ___________________________________________________________________
Address: _______________________________________________________________________
Telephone: (_____) _____________________ Fax: (____) ________________________________
Email: _________________________________________________________________________
Describe nature of meeting or event:_______________________________________________
I certify that the information I provided above is true and correct.

Signature of Employee

Date