

Part A: Qualifying reason for leave

1. Describe the reason you are requesting Oregon Military Family Leave:

2. Documentation to support a request for Oregon Military Family leave includes any available written documentation which supports the need for leave; such documentation may include a copy of a meeting announcement for information 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 active duty/deployment commenced _____

Probably duration: _____

2. Will you need to be absent from work for a single continuous period of time due to the active duty/deployment? Yes No

If yes, estimate the beginning and ending dates for the period of absence _____

3. Will you need to be absent from work periodically to address this active duty/deployment?
 Yes No

If yes, estimate the schedule of leave, including the dates of any scheduled meetings or appointments:

Part D: Employee Signature

I certify that the information I provided above is true and correct. For Oregon Military Family Leave purposes notice must be given by the employee within five business days of receiving official notice.

Signature of Employee

Date