



## Oregon Military Family Leave

### Section 1: To be completed by the public charter school:

The Oregon Military Family Leave Act provides that a public charter school may require an employee seeking Oregon Military Family due to notification of impending call to active duty or deployment to submit a notification of the intention to take leave within five business days of receiving official notice.

Charter school \_\_\_\_\_

Executive director information: \_\_\_\_\_

### Section 2: To be completed by the employee:

Complete the information below fully and completely. The Oregon Military Family Leave Act permits the public charter school to require that you submit a timely, complete and sufficient notification for Oregon Military Family Leave Act due to notification of impending call to active duty or deployment.

Employee's name: \_\_\_\_\_  
First Middle Last

Name of covered military member on active duty, called to active duty status or deployed:

\_\_\_\_\_  
First Middle Last

Relationship of covered military member to you: \_\_\_\_\_

Period of covered military member's impending call to active duty or deployment: \_\_\_\_\_

Documentation to support a request for Oregon Military Family leave includes written documentation confirming a covered military member's active duty, call to active duty or deployment status. 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 the district 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 Oregon Military Family Leave:

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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:

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**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