



**Part A: Qualifying Reason for Leave**

1. Describe the reason you are requesting OMFLA (include the specific reason below, either a) an impending call or order to active duty, or b) impending leave for deployment:

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**Part B: Amount of Leave Needed**

1. The approximate date the active duty or deployment commenced or will commence is: \_\_\_\_\_  
The probable duration of such active duty or deployment: \_\_\_\_\_
2. Will you need to be absent from work for a single continuous period of time due to the active duty or 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 or 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 OMFLA purposes, notice must be given by the employee within five business days of receiving an official notice.)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date