



**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