



Certification for Serious Injury or Illness of a Current Service Member for Military Family Leave

For Completion by the EMPLOYEE and/or the CURRENT SERVICE MEMBER for whom the Employee Is Requesting Leave

INSTRUCTIONS to the EMPLOYEE or CURRENT SERVICE MEMBER: Please complete this section before having the following section completed. The FMLA/OMFLA permits an employer to require that an employee submit a timely, complete, and sufficient certification to support a request for FMLA/OMFLA leave due to a serious injury or illness of a service member. If requested by the employer, your response is required to obtain or retain the benefit of FMLA/OMFLA protected leave. Failure to do so may result in a denial of an employee's FMLA/OMFLA request. The employer must give an employee at least 15 calendar days to return this form to the employer.

SECTION 1

PART A: EMPLOYEE INFORMATION

Name and Address of Employer (this is the employer of the employee requesting leave to care for the current service member):

City of Salem, Human Resource Department
555 Liberty St. SE, Room 225
Salem Oregon 97301

Phone: 503-588-6162 Fax: 503-588-6170

Name of employee requesting leave to care for the current service member:

First	Middle	Last
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Name of the current service member (for whom employee is requesting leave to care):

First	Middle	Last
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Relationship of employee to the current service member:

- Spouse Parent Son Daughter Next of Kin

PART B: SERVICE MEMBER INFORMATION

(1) Is the service member a current member of the Regular Armed Forces, the National Guard or Reserves?

- Yes No

If yes, please provide the service member's military branch, rank and unit currently assigned to:

Is the service member assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients (such as a medical hold or warrior transition unit)?

Yes No

If yes, please provide the name of the medical treatment facility or unit: _____

(2) Is the service member on the Temporary Disability Retired List (TDRL)?

Yes No

PART C: CARE TO BE PROVIDED TO THE SERVICE MEMBER

Describe the care to be provided to the current service member and an estimate of the leave needed to provide the care:

For Completion by a UNITED STATES DEPARTMENT OF DEFENSE (“DOD”) HEALTH CARE PROVIDER or a HEALTH CARE PROVIDER who is either: (1) a United States Department of Veterans Affairs (“VA”) health care provider; (2) a DOD TRICARE network authorized private health care provider; (3) a DOD non-network TRICARE authorized private health care provider; or (4) a health care provider as defined in 29 CFR 825.125

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee listed above has requested leave under the FMLA/OMFLA to care for a family member who is a current member of the Regular Armed Forces, the National Guard, or the Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. For purposes of FMLA/OMFLA leave, a serious injury or illness is one that was incurred in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating. The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information.

A complete and sufficient certification to support a request for FMLA/OMFLA leave due to a current service member’s serious injury or illness includes written documentation confirming that the service member’s injury or illness was incurred in the line of duty on active duty or if not, that the current service member’s injury or illness existed before the beginning of the service member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that the current service member is undergoing treatment for such injury or illness by a health care provider listed above. Answer fully and completely all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as “lifetime,” “unknown,” or “indeterminate” may not be sufficient to determine FMLA/OMFLA coverage. Limit your responses to the service member’s condition for which the employee is seeking leave.

Please ensure that Section I above has been completed before completing Section 2. Please be sure to sign the form on the last page.

SECTION 2

PART A: HEALTH CARE PROVIDER INFORMATION

Health care provider's name and business address:

Type of practice/medical specialty: _____

Please state whether you are either: (1) a DOD health care provider; (2) a VA health care provider; (3) a DOD TRICARE network authorized private health care provider; (4) a DOD non-network TRICARE authorized private health care provider, or (5) a health care provider as defined in 29 CFR 825.125:

Telephone: () _____ Fax: () _____ Email: _____

PART B: MEDICAL STATUS

(1) The current service member's medical condition is classified as (check one of the appropriate boxes):

- (VSI) Very Seriously Ill/Injured** – Illness/injury is of such a severity that life is imminently endangered. Family members are requested at bedside immediately. (Please note: this is an internal DOD casualty assistance designation used by DOD healthcare providers.)
- (SI) Seriously Ill/Injured** – Illness/injury is of such severity that there is cause for immediate concern, but there is no imminent danger to life. Family members are requested at bedside. (Please note: this is an internal DOD casualty assistance designation used by DOD healthcare providers.)
- OTHER Ill/Injured** – a serious injury or illness that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating.
- NONE OF THE ABOVE** (Note to employee: if this box is checked, you may still be eligible to take leave to care for a covered family member with a "serious health condition" under FMLA/OFLA. If such leave is requested, you may be required to complete form HR020.)

(2) Is the current service member being treated for a condition which was incurred or aggravated by service in the line of duty on active duty in the Armed Forces?

- Yes No

(3) Approximate date condition commenced: _____

(4) Probable duration of condition and/or need for care: _____

(5) Is the service member undergoing medical treatment, recuperation, or therapy for this condition?

- Yes No

If yes, please describe medical treatment, recuperation or therapy:

PART C: SERVICE MEMBER'S NEED FOR CARE BY FAMILY MEMBER

- (1) Will the service member need care for a single continuous period of time, including any time for treatment and recovery?
 Yes No

If yes, estimate the beginning and ending dates for this period of time: _____

- (2) Will the service member require periodic follow-up treatment appointments?
 Yes No

If yes, estimate the treatment schedule: _____

- (3) Is there a medical necessity for the service member to have periodic care for these follow-up treatment appointments?
 Yes No

- (4) Is there a medical necessity for the service member to have periodic care for other than scheduled follow-up treatment appointments (e.g., episodic flare-ups of medical condition)?
 Yes No

If yes, please estimate the frequency and duration of the periodic care:

Signature of Health Care Provider

Date