



SFSA CASTEEL REPORTER

Steel Founders' Society of America

a monthly publication
serving SFSA steel casting industry Members

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January — 2009

Casteel Commentary

Highlights:

Last year, predictions were included in the newsletter. This year I will again go out on a limb. The reality however is that no one knows. I believe that we should be prepared for a rapid deterioration in business conditions mid year with the possibility of a slow recovery until things improve in 2010.

Technical & Operating Conference

The 2008 T&O Conference, held in Chicago December 10-13 was a great success with 184 in attendance, representing 53 member plants. 38 papers were presented.



Joe Emmerichs of Pacific Steel Casting Company asks a question during a discussion session at the 2008 T&O Conference.

FMLA

By January 16, all employers subject to the FMLA (generally those with 50 or more employees) must post a general notice advising employees of their rights under the law. The notice must be posted in conspicuous places in every work site, even if no eligible employees work at a particular site.

The Department of Labor has published a new poster, which incorporates its new regulations. A copy of that poster is attached to this newsletter. The Department of Labor will send this poster to employers free of charge. To receive copies of this poster for your organization, contact the Department of Labor at 1.866.487.9243. The poster is available in languages other than English.

In January of 2008, Congress amended the FMLA to allow eligible employees to take protected leave to care for a covered servicemember who becomes ill or injured while on active duty in the Armed Forces. The Department of Labor's new regulations set out the procedure for requesting and processing requests for leave for this purpose, including the information, which may be requested in a health care provider certification. A template for this certification, which complies with those regulations is attached to this newsletter.

Market News

The financial crisis did not hit until October in the numbers that we present. The trend cards for September show strong increases in bookings for castings. Iron and steel casting activity showed the same September trend. Steel shipments being more directly tied to construction were already dropping. Orders for capital goods had begun to fall and inventories increase. An update for the SFSA Forecast is given in the Table below. The update was done in December and reflects strong first quarter bookings, long lead times for large steel castings, and strong market demand for high alloy products.

Segment	(tons)	(tons)	(%)	(tons)	(%)
Railroad	650,627	592,070	-9	503,260	-15
Mining	155,870	168,340	8	159,923	-5
Construction	116,424	121,081	4	102,919	-15
Trucks	20,736	18,662	-10	18,662	0
Valves	44,100	48,510	10	49,480	2
Pumps	12,679	13,693	8	14,378	5
Oil Field	25,960	28,556	10	28,556	0
Military	11,556	12,712	10	13,983	10
Other Markets	79,924	83,121	4	78,965	-5
Total	1,117,875	1,086,745	3	970,125	-11

Casteel Commentary

What was predicted in 2008?

1. **The consumer economy will remain weak as consumer spending grows but is for energy and other necessities.**
2. **The commodity economy will continue to be strong and volatile.**
3. **Purchasers will try to use global suppliers and moderation in some commodity prices to gain price concessions.**
4. **Staffing and retention will remain issues.**
5. **China will face increasing pressure from North America on currency and trade issues.**
6. **The election cycle will reduce any significant moves in domestic or foreign policy.**

What about 2009?

No one knows. It is reasonable to propose multiple scenarios that might give some framework for business planning:

1. We could face a quick rebound in commodity prices that would limit the weakness in our markets.
2. We could face a slowing demand that falls to low levels and extends into 2010.
3. We could face two difficult quarters in mid 2009 and see an ordinary recovery strengthening in 2010.

In the first case, the idea is that the rapid and continued drop of commodity prices for oil and copper are an overreaction to the financial meltdown. The risk and uncertainty has limited demand and as inventories grew, prices collapsed. While demand is tied to general economic activity, a certain minimum level of consumption per capita is inevitable. With a larger global

economy, the commodity demand is less flexible and when inventories are depleted and the supply/demand picture clarifies, prices will escalate to at least the cost of production.

In the second case, momentum and prior orders for capital equipment will sustain the industry through the first half of 2009. After that liquidation of already financed equipment, ongoing financial illiquidity will dampen new equipment purchases. The inability to gain confidence will cause financial institutions to remain invested in government backed securities and make few loans for individuals or businesses. As a result the demand for castings will weaken in the second half of 2009 and become much more problematic in 2010.

In the third case, the follow through on existing orders will delay the onset of our decline but not eliminate it. The current crisis will lead to a sharp decline in demand mid year 2009. At that point unlike Japan, the Fed and the administration will fund infrastructure and push liquidity into the market. Rising inflation and interest rates will signal a return of demand, particularly for capital goods producers. While construction and consumer markets may remain weak, capital projects will pick up and provide for a measurable improvement by the beginning of 2010.

The current drop to near zero for interest rates indicates a drop in demand for our products is imminent. Low commodity prices, significant increases in unemployment, massive bailouts suggest tough economic conditions.

On the other hand (speaking like an economist), it is hard to see the overall demand dropping to levels below 2002 or around 700,000 tons per year. Our current production is roughly 1,100,000 tons per year or a 40% drop in overall production. With the liquidation of excess capacity even this drop would not be as problematic a on a per plant basis. I think a rational business plan for 2009 should conserve cash and anticipate poor results for most of the year.

So predictions:

- 1. While our forecast projects a decline of 11% I believe that rational business planning should be prepared for a 25% decline in business levels for at least a part of the year.**
- 2. Commodity prices are likely to remain lower than last year's highs but not continue to decline.**
- 3. Economic stimulus and infrastructure investment will help our business but not until 2010**
- 4. Globalization will become more difficult as each region seeks to stabilize their own economic system. Overseas competitors will become less of a factor in the supply chain for capital equipment.**
- 5. Purchasers will try but be unable to reverse the increase in pricing of most components.**

Raymond

OSHA Data Says Metalcaster Injuries Are Down for Third Straight Year



Released on November 19, 2008

The metalcasting industry recorded its third consecutive decrease in recordable injury and illness cases in 2007 after experiencing a rise in 2004, according to the results of an Occupational Safety and Health Administration (OSHA) study.

The administration indicated that metalcasting facilities reported 11.8 injuries or illnesses for every 100 full-time employees. The number is only slightly down from 2006 (11.9) but has decreased 12.6% from 13.5 in 2005. The incidents also have remained below 2003 numbers, when only 13.1 incidents were recorded per 100 workers, the year before the 2004 spike to 14.

The OSHA statistics indicated that metalcasting facilities experienced higher rates of illness and injuries than other manufacturing plants as a whole, which reduced their numbers from 6 incidents per 100 full-time employees in 2006 to 5.6 in 2007. The metalcasting industry is also behind other primary metal manufacturers (8.1 incidents per 100 full-time employees). Both manufacturers as a whole and primary metal manufacturers experienced a greater rate of decrease from 2006 to 2007 than did metalcasters alone.

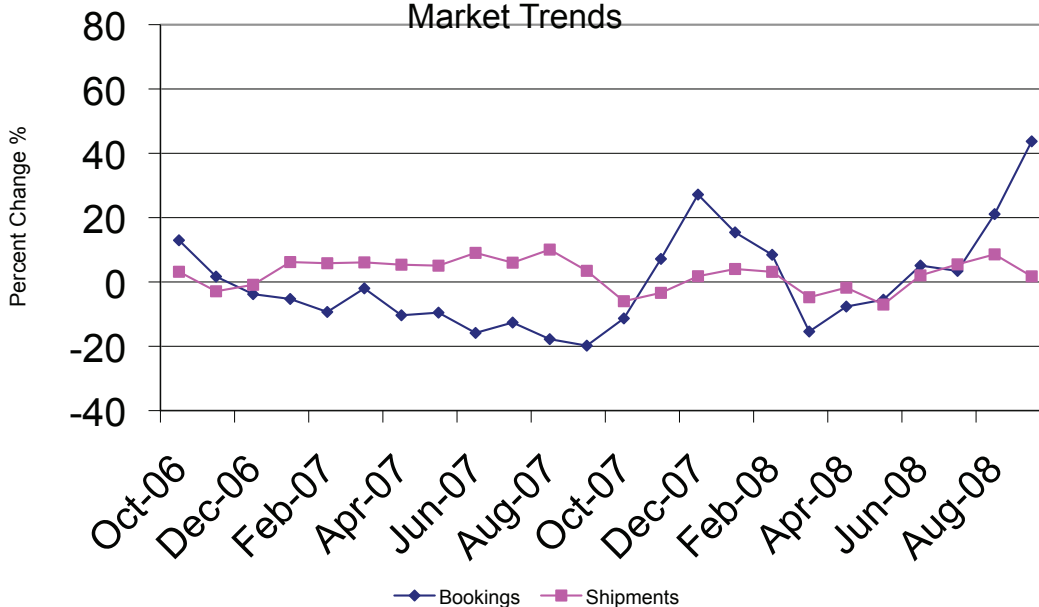
Non-investment steel metalcasters recorded the highest number of injury and illness in 2007 at 13.8. The plants were the safest among metalcasters in 2005. Nonferrous diecasters (excluding aluminum) managed the lowest number of incidents in 2007 at 6.1. The safest group in 2006, nonferrous non-diecasters (excluding aluminum) experienced the greatest rate of increase, jumping 83% from 6.4 to 11.7 incidents. Non-diecasting aluminum facilities recorded the greatest rate of improvement, lowering their 12.1 incidents by 26% to 9.

According to the OSHA data, metalcasters achieved an equal number of cases that resulted in days away or restricted or transferred employees as in 2006. With 6.2 such cases per 100 workers, the industry has reduced these cases 13% since the peak year in 2004. In this class of safety statistics, the non-diecasting nonferrous group reported the fewest incidents. Non-investment steel metalcasters announced the most cases with days away or restricted or transferred employees per 100 full-time workers at 7.9.

**STEEL FOUNDERS' SOCIETY OF AMERICA
BUSINESS REPORT**

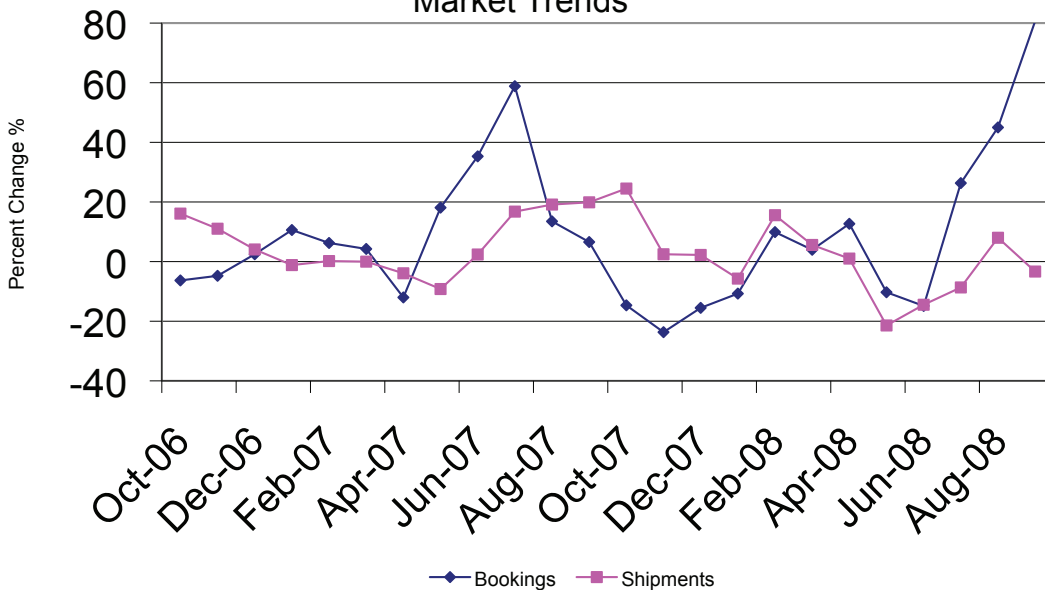
SFSA Trend Cards (%-12 mos. Ago)	12 Mo Avg	3 Mo Avg	Sep	Aug
Carbon & Low Alloy				
Shipments	0.2	1.7	-8.0	3.9
Bookings	15.1	43.7	73.1	58.0
Backlog (wks)	10.7	12.0	12.0	12.0
High Alloy				
Shipments	-2.5	-3.3	-31.0	-11.5
Bookings	13.6	80.7	107.0	-1.0
Backlog (wks)	11.7	13.0	13.0	13.0
Department of Commerce Census Data				
Iron & Steel Foundries (million \$)				
Shipments	1,749.8	1,908	1,927	1,896
New Orders	1,753.4	1,944	1,940	1,940
Inventories	2,607.8	2,736	2,791	2,732
Nondefense Capital Goods (billion \$)				
Shipments	67.7	67.8	67.5	66.8
New Orders	73.7	70.4	67.9	68.7
Inventories	132.8	139.6	140.3	139.9
Nondefense Capital Goods less Aircraft (billion \$)				
Shipments	62.8	63.3	63.6	62.5
New Orders	64.4	66.4	62.5	64.8
Inventories	104.6	108.3	108.7	108.5
Inventory/Orders		1.64	1.74	1.68
Inventory/Shipments		1.71	1.71	1.74
Orders/Shipments		1.05	0.98	1.04
American Iron and Steel Institute				
Raw Steel Shipments (million net tons)	9.0	8.7	7.9	8.9

Carbon & Low Alloy Casting Market Trends



SFSA Postcards

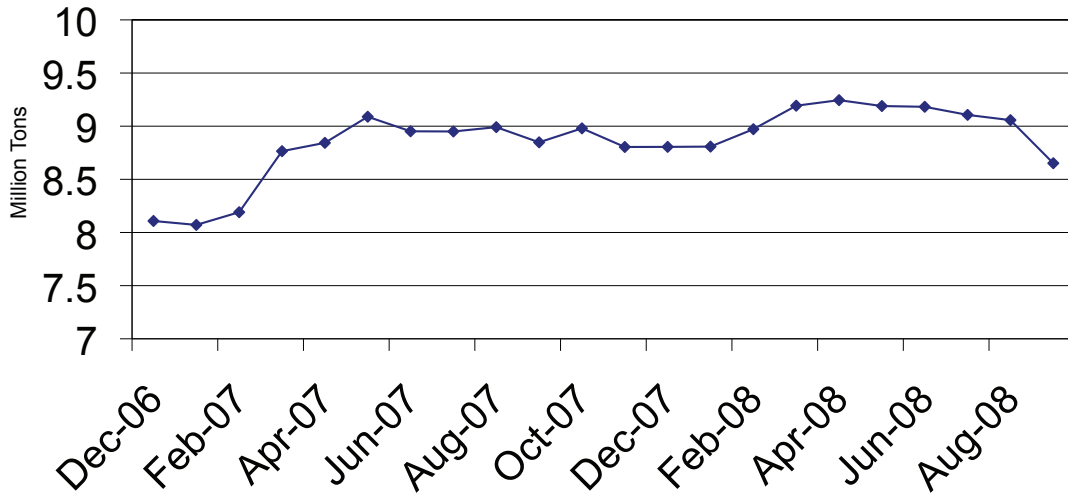
High Alloy Casting Market Trends



SFSA Postcards

Raw Steel Shipments

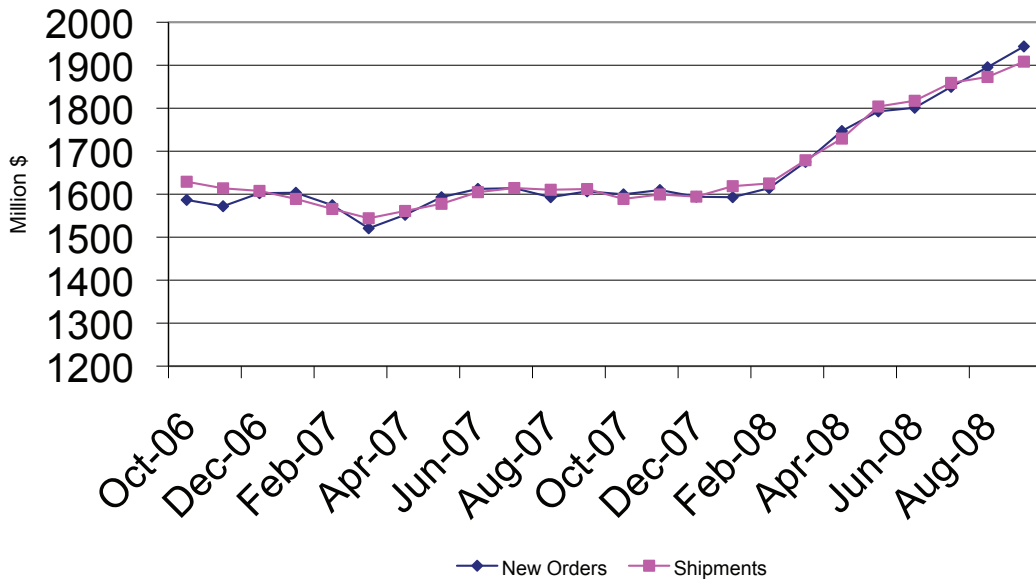
3 month average



AISI Data

Iron and Steel Castings

3 month average

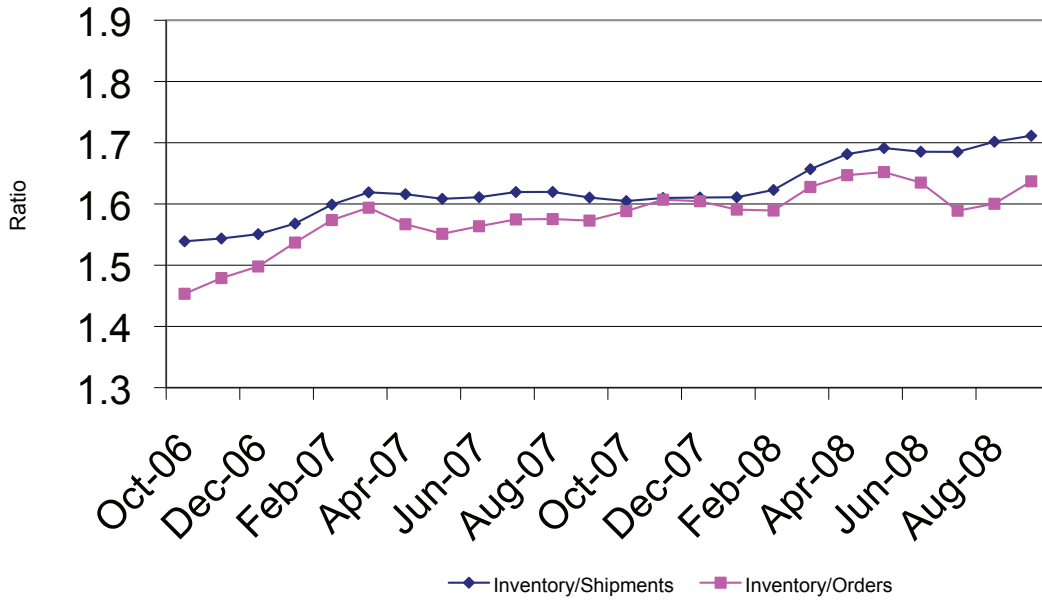


◆ New Orders ■ Shipments

SFSA

Nondefense Capital Goods less Aircraft

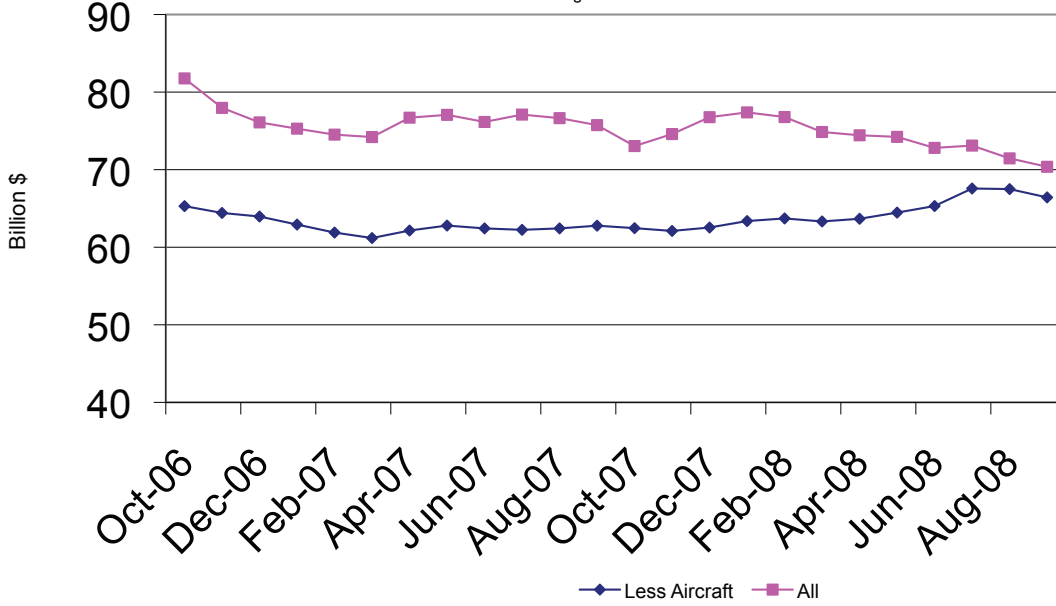
3 month average



Department of Commerce

Nondefense Capital Goods New Orders

3 month average



Department of Commerce

Appendix C to Part 825—Notice to Employees Of Rights Under FMLA (WH Publication 1420)

**EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT****Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV



[THE COMPANY]
Family and Medical Leave Policy
(Federal)
Revised January 2009

[THE COMPANY] is committed to providing employees with all leave required by applicable state and federal law. Unless prohibited by applicable law, state and federal leave will run concurrently and may run with other leave available through the Company or other applicable law, e.g., worker's compensation leave.

General Information

The Company provides unpaid leave as required by the federal Family and Medical Leave Act. Under federal law, eligible employees may be entitled to 12 workweeks of unpaid leave.

Leave may be taken for the serious health condition of the employee; the serious health condition of the employee's child, spouse or parent; the birth, adoption or foster care placement of a child; or for qualifying reasons arising out of a family member's call to active service. Eligible employees may take additional leave (up to a total of 26 weeks) to care for a family member who becomes ill or injured in the line of duty.

If an employee suffers a work-related injury that qualifies as a serious health condition, the leave available under the FMLA will run during any work-related absence.

The Company administers FMLA leave on a rolling 12-month basis. The amount of FMLA leave an employee may take will depend, to some extent, on the amount of FMLA leave the employee has taken in the last 12 months. Leave to care for a family member who becomes ill or injured in the line of active duty will be administered on a 12-month basis, beginning on the first day of leave taken for this purpose.

The Company will determine when employees are eligible for FMLA leave and will designate leave which qualifies as FMLA leave. To the extent permitted by applicable law, employees may choose to or be required to use available accrued paid leave during any otherwise unpaid FMLA leave.

Employees are expected to comply with applicable call-in procedures unless they are medically unable to do so or it is unreasonable under the circumstances. Employees must notify their supervisor or Human Resources at least 10 days before any foreseeable leave. In the event of an emergency, notice must be provided as soon as possible.

The use of FMLA leave will not be used as a negative factor in any employment decision.

Employees on leave because of their own serious health condition may not work for another employer or engage in other work for pay.

Eligibility for Leave

Employees who have been employed for at least 12 months, and have worked at least 1,250 hours in the last 12 months, may be eligible for family and/or medical leave under federal law.

Amount of Leave Available

Employees generally are entitled to a total of 12 work weeks of unpaid federal leave, regardless of the number of events giving rise to the need for leave, in a single 12-month period. Additional leave, up to a total of 26 weeks, may be taken in a single 12-month period to care for a family member who becomes ill or injured in the line of duty while on active duty. FMLA leave may be taken for the following reasons:

A. Birth or Placement of a Child

Unpaid leave may be taken by an employee for the birth or placement (through adoption or foster care) of a son or daughter. The entitlement to leave for the birth or placement of a child ends 12 months after the birth or placement. To the extent permitted by applicable law, the Company requires that employees use paid leave during any period of unpaid leave under this Policy. This paid leave will not be available to the employee later.

B. Medical Leave

Eligible employees may take unpaid medical leave for their own "serious health condition" or to care for a child, spouse, or parent with a "serious health condition." A "serious health condition" generally will occur when the employee or other eligible individual receives in-patient care at a hospital, hospice or nursing home, or receives outpatient care which requires a schedule of continuing treatment by a health care provider.

Medical leave may be taken all at once, or in smaller increments, on an intermittent or reduced leave schedule, as medically necessary. If leave is taken in smaller increments, the employee may be transferred temporarily to another job. Employees requesting intermittent or reduced schedule leave for planned medical treatment must make a reasonable effort to schedule leave so it does not unduly disrupt the Company's operations.

To the extent permitted by applicable law, the Company requires that employees use available paid leave during any unpaid leave under this Policy. This paid time will not be available to the employee later. When an employee is allowed to take leave in less than one day increments, the employee will receive reduced compensation consistent with the hours the employee actually works.

C. Qualifying reasons arising out of a call to active military duty

Eligible employees may take leave for qualifying reasons relating to a covered family member's active duty or call to active duty in the Armed Forces. This leave is available to eligible employees whose spouse, child, or parent has been called to active duty. This leave may be taken in a continuous period or on an intermittent or reduced leave basis. Eligible employees may be able to take leave for any of the following reasons:

1. Short-notice deployment.

Up to 7 days of leave may be taken when a family member receives notice of 7 days or less of an impending call or order to active duty.

2. Military events and related activities.

Leave may be taken to attend official ceremonies, programs, or events sponsored by the military and relating to the call to active duty. Leave also may be taken to attend support or assistance programs or informational briefings sponsored by the military, a military service organization; or the Red Cross, provided that the briefings or programs are related to the call to active duty.

3. Child care and school activities.

Leave may be taken to arrange for alternative child care necessitated by the call to active duty or to provide urgent or immediate care on a short-term basis to the child of a covered member of the military. Leave also may be taken to attend school or daycare meetings or conferences concerning a child of a covered member of the military.

4. Financial and legal arrangements.

Leave may be taken to make legal or financial arrangements relating to the call to active service, including situations in which the employee acts as the representative of a covered member of the military.

5. Counseling

Leave is available to attend counseling which is directly related to and arising from the call to active duty.

6. Rest and recuperation.

Up to 5 days of leave is available to be with a covered military member who is on a short-term, temporary leave for purposes of rest and recuperation.

7. Post-deployment activities.

Leave is available for activities relating to the termination of active duty status. These activities include reintegration briefings and events and official ceremonies and programs scheduled by the military during the first 90 days following the termination of active status.

8. Other activities relating to the active duty.

Leave may be available for additional purposes provided the leave is related to the active duty of a covered military member.

D. Illness or Injury of a family member in the Armed Forces

Eligible employees may take FMLA leave to care for a spouse, child, parent or next of kin who is a service member and has suffered an illness or injury while on active duty. This leave, in combination with all other FMLA leave, may not exceed 26 weeks of leave in a single 12-month period.

The next of kin of a covered service member is the nearest blood relative other than the service member's spouse, child, or parent. If the service member has designated, in writing, a particular person as his/her nearest blood relative, that designation is determinative. If not, leave is available for other relatives in the following order of preference:

- Blood relatives who have been granted legal custody of the service member by court decree or operation of law.

- Siblings.
- Grandparents.
- Aunts and uncles.
- First cousins.

To qualify for this leave, eligible employees must document their relationship to the covered service member.

This leave may be taken on an intermittent basis or through a reduced leave schedule. Employees taking leave on an intermittent or reduced schedule basis may be transferred to another position, temporarily, which better accommodates their need for leave.

Certification

Employees requesting FMLA leave for their own serious health condition, the serious health condition of a family member, the care of a covered service member, or qualifying reasons relating to a call to active duty must provide certification of the need for leave. Employees must return a complete and sufficient certification to Human Resources within 15 calendar days after the Company requests a certification, unless that deadline is not practicable under the circumstances. An unjustified failure to return a complete and sufficient certification within 15 days can result in the delay or denial of a request for leave.

A. Medical Certification of a serious health condition

Employees who request FMLA leave for a serious health condition, either their own or that of an eligible family member, must provide a Health Care Provider Certification completed by the patient's treating health care provider. This document must be provided to the Human Resources Department within 15 days after it is requested, unless additional time is requested and approved. Any requested clarification of this certification must be completed and returned as requested. Medical certification forms are available from the Human Resources Department.

After receiving a complete Health Care Provider Certification, the Company may require that an employee see a health care provider of the Company's choosing in order to verify the information provided. The Company will pay the cost of this examination. If the results of this second examination differ from the original certification, the Company may require a third examination, again at its expense, by a health care provider who is mutually agreeable to the Company and the employee. Both the Company and the

employee are obligated to cooperate in selecting a suitable health care provider. The results of this third examination will be final and binding on the employee and on the Company.

When an employee takes leave because of his or her serious health condition, the Company may require that the employee submit to additional certifications periodically during the leave.

B. Certification of leave relating to a call to active duty

Employees who request FMLA leave for qualifying reasons relating to a call to active duty for a spouse, child, or parent must provide a complete and sufficient certification of the need for leave. The certification should be returned within 15 calendar days after it is requested, unless additional time is requested and approved. The failure to return a timely certification can result in the delay or denial of a request for leave. Certification forms are available from Human Resources.

C. Certification of leave to care for an ill or injured service member

Employees who request leave to care for an ill or injured service member must provide a complete and sufficient certification of the need for leave. The certification should be returned within 15 calendar days after it is requested, unless additional time is requested and approved. The failure to return a timely certification can result in the delay or denial of a request for leave. Certification forms are available from Human Resources.

Benefits During Family and Medical Leave

During an approved family or medical leave, the Company will continue to make available the same insurance benefits which are available to employees who are not on leave. It is the employee's responsibility to continue to contribute his or her portion of the cost of any employee-paid premium during leave. If the employee is paid during the leave, the premium will be deducted from the pay available. During any unpaid period of leave, the employee may elect to make payments during the period of leave or the premium payment will be deferred until the expiration of the leave or the employee's return to work, whichever occurs first. The failure to make timely premium payments can result in the loss of benefits.

No employee will lose any accrued seniority or benefits while on leave. Additional seniority and benefits will not accrue during any unpaid family or medical leave. Employees on leave will not accrue greater employment rights than they would have if they had not taken leave.

During a period of intermittent leave, the Company may transfer an employee to an alternate position. This position will better accommodate the need for intermittent leave. In such a position, the employee will be paid at the rate he/she enjoyed prior to leave, with the same benefits.

Returning From Family or Medical Leave

Employees returning from family or medical leave should, where possible, give the Company at least 2 weeks' written notice of their return if the total leave has been longer than one month. Regardless of the length of leave, employees must provide at least 2 work days' notice. Any employee who returns from family or medical leave within 12 weeks, or whatever amount of leave was available, will be reinstated to the same or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. However, the Company cannot guarantee reinstatement to employees whose leave extends beyond their entitlement of FMLA leave, except to the extent necessary to comply with applicable state or federal law or Company policy.

If an employee is on leave for more than 3 days because of the employee's own serious health condition, the Company may require that the employee provide a fitness-for-duty certificate before returning to work. If an employee fails to provide a certificate by the end of any medical leave, the employee may not be eligible for reinstatement.

Failure to Meet Policy Requirements

If you fail to meet the requirements of this Policy, your request for leave may be denied or delayed until the requirements are met. Any period of absence not covered by this Policy will be administered under the Company's Attendance Policy or any other applicable policy. If you have any questions regarding the operation or interpretation of this policy, please contact the Human Resources Department.

**FAMILY AND MEDICAL LEAVE
CERTIFICATION OF SERIOUS ILLNESS OR INJURY
FOR A COVERED SERVICEMEMBER**

TO BE COMPLETED BY THE EMPLOYEE REQUESTING LEAVE

1. Employee requesting leave: _____

2. Name of covered servicemember: _____

3. Relationship of employee to covered servicemember (check the appropriate box):

- Spouse
- Parent
- Son/Daughter
- Next-of-kin (please specify relationship: _____); or
- None of the above.

4. Is the covered servicemember currently a member of the Regular Armed Forces, the National Guard or Reserves? Yes No

If yes, please provide the covered servicemember's military branch, rank and the unit to which the servicemember is assigned:

5. Is the covered servicemember 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:

6. Is the covered servicemember on the Temporary Disability Retired List (TDRL)? Yes No

7. Describe the care to be provided to the covered servicemember and an estimate of the amount of leave needed to provide this care:

TO BE COMPLETED BY THE COVERED SERVICEMEMBER'S HEALTH CARE PROVIDER

I, _____, confirm that I am a (please check one):
(Name of Health Care Provider)

- DOD health care provider;
- VA health care provider;
- DOD TRICARE network authorized health care provider; or
- DOD non-network TRICARE authorized private health care provider.

1. I certify that I have been or will be providing care to the covered servicemember identified on the first page of this certification.

2. The covered servicemember's medical condition meets one of the following DOD classifications:

- (VSI) Very Seriously Injured** – Illness/injury of such a severity that life is imminently endangered. Family members are requested at bedside immediately.
- (SI) Seriously Ill/Injured** – Illness/injury of such a severity that there is cause for immediate concern, but there is no imminent danger to life. Family members are requested at bedside.
- OTHER Ill/Injured** – Serious illness or injury which may render servicemember medically unfit to perform duties of servicemember's office, grade, rank, or rating.
- NONE OF THE ABOVE.**

3. Was the condition for which the covered service member is being treated incurred in the line of duty while on active duty in the armed forces? Yes No

4. What is the approximate date the condition commenced? _____

5. What is the probably duration of the condition and/or the foreseeable time the servicemember will need care from a medical provider or family member? _____

6. Is the covered servicemember currently undergoing medical treatment, recuperation, or therapy?
 Yes No

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

7. Will the covered servicemember need care for a single continuous period of time, including any time for treatment and recovery? Yes No

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

8. Will the covered servicemember require periodic follow-up treatment/appointments? Yes No

If yes, please estimate the servicemember's treatment schedule (dates and times): _____

Is there a medical necessity for the employee to accompany or care for the covered servicemember in connection with these follow-up treatment appointments? Yes No

If yes, please describe the care to be provided and the leave necessary to provide that care: _____

9. Is the servicemember's condition likely to cause episodic flare-ups? Yes No

Is the employee needed to care for the servicemember during these flare-ups? Yes No

If yes, please estimate the frequency of flare-ups and the duration of any leave needed to care for the servicemember (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or _____ day(s) per episode

Dated this _____ day of _____, 20__.

Signature of Health Care Provider

Telephone Number

Address

City/State

Email: _____

Fax: _____