

## SECRETARY OF LABOR LETTERHEAD

Dear Respondent,

I am writing to encourage your participation in a major study being conducted by the Department of Labor that will collect information on family and medical leave policies and benefits. You have been randomly selected for participation in this study. The results of this research will provide critical information on employees' views on the costs and benefits of both formal and informal policies regarding family and medical leave. I strongly urge your support in this important study.

Telephone interviews for this study are being conducted for the Department of Labor by Abt Associates, a private research firm in Cambridge, Massachusetts, and its survey division, Abt SRBI. An Abt SRBI telephone interviewer will call you regarding your participation. Participants will receive \$10 as a token of appreciation. Participation is voluntary, and Abt is required to protect the privacy of all information collected, including the identity of respondents. In addition, the data provided by Abt Associates to the Department will not contain any information that would identify you. There are many procedures in place to reduce the minimal potential risk in loss of privacy in this study.

The interview will last about 20 minutes although some may be shorter depending on your circumstances. If an interviewer calls at an inconvenient time, he or she will be glad to call back at a more convenient time. Alternatively, you may call Abt Associates' phone centers directly at the following toll-free number 1-888-772-4269. We appreciate your assistance.

Surveys require clearance from the Office of Management and Budget (OMB) in accordance with the Paperwork Reduction Act of 1995. The OMB approval number is 1235-0026 and the expiration date is December 31, 2014. Without OMB approval, the Department of Labor could not conduct this survey.

Thank you in advance for your participation. If you should have any questions, comments, or data privacy concerns, please contact Jacob Klerman, at Abt Associates, on 877-666-8756.

Sincerely,

Dr. William Spriggs  
Assistant Secretary for Policy