

## Changes to form WH-384, Qualifying Exigency

### General

1. Added color to WHD logo and section breaks
2. Added “Return to Employee” to heading
3. Added opening information with references to the statute, regulations, and WHD FMLA website
4. Reorganized order of information requested and instructions provided
5. Added line for employee’s name to every page
6. Changed questions to statements to be confirmed by checking a box
7. Aligned text and checkboxes
8. Added date formatting prompts
9. Bolded selected text for emphasis
10. Removed excess blank lines
11. Rephrasing for plain language, and changes to language to be consistent form to form

### Section I - Employer

12. Shortened section title
13. Added regulatory reference
14. Added instruction that either the employer or employee may complete the section
15. Added date line and return by date
16. Added at least 15 calendar days instruction to date request

### Section II: Employee

17. Shortened section title
18. Added checkbox options for family member relationship
19. Added definition of spouse
20. Added explanation of *in loco parentis*

### Section II, Part A: Covered Active Duty Status

21. Changed Part A title changed to Covered Active Duty Status
22. Added checkbox options for types of written documents

### Section II, Part B: Appropriate Facts

23. Changed Part B title from Amount of Leave Needed to Appropriate Facts
24. Added check box options to indicate the qualifying exigency

### Section II, Part C: Amount of Leave Needed

25. Part C title changed to Amount of Leave Needed

## **Changes to form WH-384, Qualifying Exigency**

26. Changed probable duration of qualifying exigency to best estimate of how long the exigency lasted or will last
27. Changed format, if reduced leave schedule needed
28. Changed format, if leave needed for a continuous period of time
29. Changed format, if intermittent leave needed
30. Changed format, if qualifying exigency involves Rest and Recuperation leave

### **Section II, Part D: Third Party Information**

31. Part D title changed to Third Party Information
32. Deleted employee's attestation

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