[Your Name]
[Your Employee ID]
[Your Phone Number]
[Your Email Address]

[Date]

[Supervisor's Name or HR Manager's Name]
[Department Name - e.g., Pathology/Lab Services]
[Facility/Clinic Name]

Subject: Request for Military Parental Care Exigency Leave

Dear [Manager's Name],

I am writing to formally request a leave of absence from my position as a Phlebotomist due to a qualifying exigency arising from the military deployment of my [Relation: Spouse/Son/Daughter/Parent], [Service Member's Name].

This request is made in accordance with the Family and Medical Leave Act (FMLA) and company policy regarding Military Caregiver/Exigency Leave. The purpose of this leave is to arrange for and provide alternative care for [Service Member's Name]'s parent, who is incapable of self-care, as necessitated by the service member's current [active duty status/call to active duty] in support of a contingency operation.

I anticipate that my leave will begin on [Start Date] and I expect to return to my duties in the laboratory on [End Date]. During this period, I will be attending to [list specific activities, e.g., arranging for nursing home care, attending meetings with medical staff, or providing urgent supervision].

I have attached the required documentation, including a copy of the military member's active duty orders and the Certification for Military Family Leave (Form WH-384 or equivalent).

I am committed to ensuring a smooth transition of my patient caseload and laboratory responsibilities. I will complete all pending blood draws and ensure my workstation is fully stocked before my departure. Please let me know if there are specific forms or additional procedures I need to follow regarding my absence.

Thank you for your support and for your appreciation of the demands placed on military families.

Sincerely,

[Your Signature]

[Your Printed Name]