

MIAMI-DADE COUNTY FINAL OFFICIAL MINUTES Miami-Dade Military Affairs Board

InterContinental Doral Hotel
2505 NW 87 Avenue
Azalea Room
Miami, FL 33172

March 6, 2013
As Advertised

Harvey Ruvin, Clerk
Board of County Commissioners

Christopher Agrippa, Division Chief
Clerk of the Board Division

Alan Eisenberg, Commission Reporter
(305) 375-2510



CLERKS SUMMARY AND OFFICIAL MINUTES
MILITARY AFFAIRS BOARD
March 6, 2013

The Military Affairs Board (MAB) convened in a meeting on March 6, 2013 at 5:28 p.m. at the InterContinental Doral Hotel, Azalea Room, 2505 NW 87 Avenue, Miami, FL 33172.

The following voting Board members were present: Commissioner Jose "Pepe" Diaz, Chairman; Anthony Atwood; Raydel Cornelio; Town of Miami Lakes Councilman Timothy Daubert; Thomas Davis; Diana Gonzalez; Kevin Humes; Charles Johnson; Chief Master Sergeant Cameron Kirksey; Joseph Martory; Christopher Miller; Mignon (Scottie) Moore; Larry Rubino for "Antonio Colmenares"; Jorge Sibila; and Keith Whitbeck.

The following voting Board members arrived late: David Blake; Mark Blumstein; and Eddy Fonseca, Jr.; and Manuel Gonzalez

The following voting Board members were absent: Mario Alvarez; Captain Mark Jackson; and Don Slesnick II.

The following non-voting Board members were present: Paul Russo; Joanna Sandstrom; and City of Doral Vice Mayor Sandra Ruiz.

The following Staff members were present: Jeve Clayton, MAB Interim Director; Assistant County Attorney Gerald Sanchez; Gloria Garces, Commissioner Jose "Pepe" Diaz' Office; and Deputy Clerk Alan Eisenberg.

The following guests were also present: Millie Herrera, United States Department of Labor; Detective Alvaro Zabaleta and Officer Paul Hernandez, Miami-Dade Police Department; Lt. Carla Crook, Miami-Dade Fire Rescue Department; Mr. Haissam Elannan, President, Institute of Education and Continuing Studies; and Mr. Guillermo Ortiz.

1. Welcome

Chairman Diaz welcomed Board Members and guests to tonight's Military Affairs Board meeting. He expressed his sympathy to Mr. Keith Whitbeck over the recent loss of his brother.

2. Pledge of Allegiance

Mr. Joseph Martory led the Military Affairs Board (MAB) in the Pledge of Allegiance followed by a moment of silence.

Chairman Diaz asked that a moment of silence be added to future MAB meeting agendas.

3. Introductions

Chairman Diaz proceeded to ask Military Affairs Board (MAB) members to introduce themselves and to share any pertinent information about their organizations and current programs of interest.

Ms. Diana Gonzalez announced that an event designed to bring local small businesses closer to military and governmental agency procurement agents was being planned. She noted it would be held in late April and was in partnership with the United States (U.S.) Department of Labor, American Express and the Small Business Administration.

Mr. Paul Russo noted a partnership between the U.S. Department of Veterans Administration and the Miami-Dade Homeless Trust for homeless care and discharge planning coordination. He also noted negotiations with the Salvation Army to provide 10 additional beds that would support homeless veterans.

Mr. Kevin Humes noted the opening of a 20,000 square foot facility in Doral; partnering with institutions of higher learning and creating business incubators for veterans.

Mr. Manny Gonzalez informed Board members that Miami-Dade County was assisting in International Police training efforts.

4. Old Business

- **Veterans Job Fair**

Chairman Diaz acknowledged Ms. Millie Herrera, United States Department of Labor, for organizing an excellent Veterans Job Fair.

Ms. Millie Herrera commented that 32 companies were prepared to offer jobs to veterans at the Veterans Job Fair along with the participation of eight service agencies. She said she already provided information on the participating employers to Chairman Diaz and would forward information on the 105 participating veterans. Ms. Herrera acknowledged Chairman Diaz' District 12 County Commission Office, U.S. Congressman Joe Garcia's Office, and Diana & Donna Mason, South Florida Defense Alliance for their assistance. She also recognized Miami-Dade College, Kendall Campus for the use of their facility. Ms. Herrera noted that City of Doral Vice Mayor Sandra Ruiz donated breakfast for all participants.

Ms. Herrera commented that the Department of Labor reformed the Family and Medical Leave Act to include members of the military and family members. She distributed information from the Women's Bureau of the Department of Labor on trauma informed care for homeless women veterans. Ms. Herrera said the Office of Federal Contract Compliance would be enforcing legislation requiring that veterans have an equal opportunity to be hired under federal contracts.

In response to Chairman Diaz' question whether the Veterans Job Fair would be held next year; Ms. Herrera responded that it would. She said that employers were pleased with the quality of veterans in attendance; however, they would have preferred more participation. Ms. Herrera commented that a representative from G4S Secure Solutions (USA) Inc., committed to hiring 15 veterans at today's (3/6) event. Ms. Herrera said the Department of Labor considered veteran employment issues a high priority.

- **Veterans Court**

Mr. Mark Blumstein noted that three volunteers were needed to work with the State Attorney's Office on the process to select mentors for veterans who were charged with a crime.

Ms. Joanna Sandstorm, Assistant State Attorney, mentioned that a navy veteran urgently needed a mentor. She explained that the goal of the program was to match veterans up with a mentor who was in the same line of service and that an officer was desired.

Chairman Diaz stressed the importance of mentoring being a priority of the MAB.

Ms. Sandstorm said the role of a mentor was to assist the veteran; to ensure he/she goes to court, the Veterans Administration and to assigned treatment; and that he/she had adequate housing, food and clothing.

City of Doral Vice Mayor Sandra Ruiz noted her husband was a retired naval officer and might be able to assist.

5. New Business

- **Memorial Day**

Chairman Diaz noted he met with Mr. Bob Levy to discuss a Memorial Day program designed to welcome back Vietnam veterans; noting that it had never been done by this community and that everyone needed to work together. He said this was a one time event that would involve Washington, D.C., the State of Florida and every local city and municipality. Chairman Diaz noted Southcom's new Sergeant Major was committed to participate in the event.

Chairman Diaz commented that the Military Affairs Board (MAB) Executive Director had not been hired and resumes were still being accepted. He said the Executive Director was needed to move the planning process along. Chairman Diaz suggested a ticker tape parade be held on Flagler Street in downtown Miami on a Saturday in November. He noted that a meeting was scheduled with City of Miami Mayor Thomas Regalado to discuss the parade and that would have a conversation with Mayor Gimenez to obtain his support. Chairman Diaz said this was a community event designed to include all municipalities.

Chairman Diaz said the Memorial Day program was not being planned with the intention to hurt or to take away from anyone else's event and suggested that other organizations considered participating in a combined event. Chairman Diaz commented that today's veterans were considered heroes and always will be our heroes; however, the Vietnam era veterans were not looked upon the same way, noting we needed to now say thank you to them as well.

Mr. Thomas Davis commented that there would be a greater chance of obtaining a flyover if the event was held on Veterans Day. He said there was currently a prohibition against flyovers due to the Congressional Sequestration.

Chairman Diaz said he would look for a suitable location such as Coral Gables if it could not be held in the City of Miami. He noted it did not have to be a long parade, but it needed to be a good one. Chairman Diaz said a flyover was important and he would organize flyovers from the Miami-Dade County Police and Fire Departments. He said he would request State participation from Governor Rick Scott.

Mr. Davis commented that planning needed to begin now since having a variety of different aircrafts required close coordination between the Federal Aviation Administration and the military.

Chairman Diaz said that efforts were underway to ensure local Congressional and United States Senate representation at the next MAB meeting, noting they would provide a significant amount of assistance with the event. He acknowledged the State Attorney for Miami-Dade County for their MAB participation; however, noted that the United States Attorney from the Southern District of Florida was advised by the Department of Justice that they could not participate on this Committee. Chairman Diaz said future Committee meetings needed to be held in a larger room.

It was moved by Mr. Timothy Daubert that the Military Affairs Board supported the Memorial Day Parade to welcome back troops who served in Vietnam. This motion was seconded by the entire Military Affairs Board, and upon being put to a vote, passed by a unanimous vote of all members present.

Following the vote, Chairman Diaz noted the Defense Alliance and the Greater Miami Chamber of Commerce would be able to provide valuable assistance.

Assistant County Attorney Gerald Sanchez advised Chairman Diaz that communications outside of publicly held meetings should be with MAB members' staffs and not directly between MAB members in order to comply with Sunshine Law requirements.

Mr. Anthony Atwood inquired about the methods that would be used to identify veterans.

Chairman Diaz responded that each MAB member would assist in the event promotion in addition to receiving assistance from the Miami Veterans Administration Healthcare System and the U.S. Department of Defense.

Mr. Joseph Martory offered to inform the Veterans of Foreign War (VFW) Post 10212, the American Legion 346, the Vietnam Veterans of America (VVA) Chapter 620, and the Cuban American Veterans Association.

Chairman Diaz said he did not believe participation was a concern; however, he believed the costs associated with police, fire, and cleanup services needed to be addressed. He said he needed the County's, the cities, and the private sector support. Chairman Diaz noted the event was not just for Vietnam veterans and was open to both active and in active members of armed forces, families, friends and members of the community. He also noted that businesses catering to the military should be included. Chairman Diaz mentioned that a memorandum would follow with additional details regarding the event. regarding what? Please clarify for the reader. He reminded MAB members to forward their ideas and concerns through Mr. Jev Clayton in the Mayors office.

Mr. Raydel Cornelio inquired whether a location had been identified for the parade.

Chairman Diaz responded that Flagler Street was being considered and the specifics of the starting and ending points of the route had not been determined.

Mr. Cornelio suggested that a good location to end the parade would be at the Bayfront Park amphitheater.

Chairman Diaz responded that perhaps musical groups could provide entertainment.

Mr. Daubert questioned whether a Saturday was a possibility.

Chairman Diaz responded that according to Mr. Davis the chances of obtaining military assets including a flyover would be greater by holding the event on Veterans Day.

Mr. Davis said it costs \$10,000 per hour to keep one F-16 in the air.

Chairman Diaz noted that after he talked to his colleagues on the County Commission, he would then reach out to Governor Rick Scott, the Coast Guard, the National Guard, and the Miami-Dade County Public Schools Board.

Mr. Daubert said Miami Lakes held its Veterans Day Parade on the Sunday before Veterans Day and proceeded to inquire whether anyone else knew when other Veterans Day Parades were being held throughout the County.

Mr. Martory responded that members of the organizations that he previously mentioned celebrated Veterans Day amongst their families. He noted that there were 64,000 veterans in Miami-Dade County, according to the 2010 United States Census.

Mr. Davis indicated that the City of Homestead held its parade on Veterans Day.

Chairman Diaz noted this was not a political event and that he did not envision being able to obtain advertising support; including the Miami Herald, television and radio.

- **Hero Challenge**

Chairman Diaz introduced Detective Alvaro Zabaleta, who was a Public Information Officer for the Miami-Dade Police Department.

Mr. Zabaleta announced that a Hero Challenge was held at Tropical Park on February 16 and 17, 2013 in cooperation with Chairwoman Sosa's and Commissioner Diaz' offices. He said the Hero Challenge promoted health through fitness; with an obstacle course, cross fit and endurance activities, with police, fire and military participation. Mr. Zabaleta noted that 83 competitors and over 500 spectators attended the first day. He said that a kid's competition would be included in next year's event. Mr. Zabaleta noted the participation of Southcom's Honor Guard; the presence of the United States Honor Flag; and that there was a multi agency helicopter flyover.

Mr. Zabaleta noted a \$5 per day entrance fee was collected with proceeds donated to the Hispanic Police Officers Association; the Metro Dade Firefighters International Association of Fire Fighters (IAFF) Local 1403; the United States Honor Flag; and the Little Warriors Project.

Mr. Zabaleta presented a \$500 check to Mr. Raydel Cornelio on behalf of the Little Warriors Project from the Hero Challenge.

Mr. Cornelio then presented a Certificate of Appreciation to Mr. Zabaleta on behalf of the Hero Challenge from the Little Warriors Project Team for their generous support. He noted the \$500 contribution to the Little Warriors Project provided military children with needed programs and services to improve their quality of life.

- **Paint Ball Challenge**

Chairman Diaz introduced an annual Paint Ball Challenge that would include the armed forces, the police department, and the fire department. He said that the event would benefit the Little Warriors Foundation and that the winning team would contribute one-half of the proceeds to an organization of their choice. Chairman Diaz noted an August date would be scheduled.

6. Sub-Committee Reports

- **By-Laws/Legal/Finance Committee**

Mr. Mark Blumstein, By-Laws/Legal/Finance Committee Chairman, noted the Committee met and drafted a preliminary set of By-Laws. He said the draft was adapted from the Miami-Dade County Citizens Independent Transportation Trust's (CITT) by-

laws. Mr. Blumstein encouraged Committee members to provide suggestions as to items that needed to be added, changed or removed from the By-Laws.

Mr. Keith Vail Whitbeck noted the draft was a good starting point; however, he requested that a meeting be held with Assistant County Attorney Gerald Sanchez and the Committee before the By-Laws was finalized.

Chairman Diaz acknowledged Committee members for their time drafting this preliminary document, noting that Assistant County Attorney Sanchez and Mr. Jeve Clayton would both be able to provide valuable assistance in finalizing the By-Laws.

- **Employment and Housing Committee**

Ms. Diana Gonzalez, Employment and Housing Committee Chairwoman, acknowledged Committee members who participated in their first meeting and Mr. Jeve Clayton for his help with the coordination. She noted that she asked Committee members to provide their top three issues needing to be addressed.

Ms. Gonzalez said that the Committee was looking at housing issues, noting that both Southcom and the United States Air Force Base (Homestead) raised the concern they were looking for private sector housing units in a military community setting. She noted this was not a public/private partnership or an enhanced use lease. Ms. Gonzalez said it was important to identify a developer willing to build housing units within a certain distance from the base; that units met square footage requirements; and that community amenities were provided. She noted more information would be obtained from Southcom and Homestead about desired locations and community improvements.

Ms. Gonzalez commented that Mr. Kevin Humes would present information at the next Committee meeting about employment issues so that the Committee could begin to identify advocacy issues and ways to help with employment related concerns.

Mr. Timothy Daubert inquired about Homestead's past history with housing its troops.

Ms. Gonzalez responded that on-site housing was previously provided; however, these housing areas were given to Miami-Dade County in the early 1990's when the base was disposed of. She noted the land was to be used for economic development purposes and not for housing. Ms. Gonzalez said that no military service was currently developing on-base housing.

Mr. Keith Vail Whitbeck inquired about the status of the U.S. Coast Guard housing area and whether it remained under government control.

Ms. Gonzalez responded that Miami-Dade County purchased the property for future Zoo Miami expansion; noting that the existing housing units were currently under County control and it was not a long-term alternative. She explained that the property was declared surplus by the Coast Guard; that it was disposed of through the Federal General

Services Administration (GSA) process; that the County currently used housing for the Southern Anchor Home Ownership Program; an affordable housing program for individuals trying to save money to buy their own home.

Mr. Whitbeck questioned whether the property could revert back to military usage.

Ms. Gonzalez noted Southcom determined the property was too far away from their headquarters.

Chairman Diaz said that depending on the need and on the land, the Military Affairs Board (MAB) could initiate legislation which requested the County Commission to acquire land that was not designated due to an agreement or covenant.

Chairman Diaz introduced City of Doral Vice Mayor Sandra Ruiz who was Congressman Joe Garcia's appointee to the Military Affairs Board.

Chairman Diaz noted Southcom was located in the City of Doral and was the largest concentration of military people in the southeast. He said the potential for the County to designate land existed but many details still needed to be worked out.

Ms. Gonzalez noted the Committee needed to identify the requirements of each military installation as well as the process needed in order to make it happen.

Ms. Mignon Moore explained that the government did not have money to bring to the table but there were private developers willing to commit to residential community projects. She said that a Statement of Non-Availability was needed to move off the military base at most army installations.

Chairman Diaz asked for confirmation whether government land was needed.

Ms. Gonzalez responded that private sites were currently being identified.

Ms. Moore commented that she was advised that a developer would be willing to obtain capital if units would be occupied by members of the military.

Ms. Gonzalez further responded that military partners had been asked to identify their needs, where land was needed, how many units were needed and any specific parameters. She said once this information was obtained, the Committee could begin determining whether any government land existed or whether private sites were needed.

Ms. Moore clarified that no government funds would be requested for this project.

Chairman Diaz noted the County Attorney's Office was available to assist with legal issues pertaining to this process. He said that County land was available, noting that these types of programs did not work if developers had to purchase the land.

Ms. Gonzalez concluded that the Committee was just conducting its needs assessment and was not prepared to begin identifying sites.

Chairman Diaz said the Doral area had one of the greatest needs and that very little vacant land existed. He noted that the Homestead area had an abundant supply of land; however, the military would need to ensure there was a future need for housing in that area. Chairman Diaz said that a need existed throughout the entire County and proceeded to acknowledge Ms. Gonzalez for her report.

7. Approval of Minutes

It was moved by Mr. Keith Val Whitbeck that the February 6, 2013 Military Affairs Board Minutes be approved. This motion was seconded by Chairman Diaz, and upon being put to a vote, passed by a unanimous vote.

8. Guests and Announcements

Ms. Carla Crook, Miami-Dade Fire Rescue Department, noted that over 600 veterans worked in the Miami-Dade Fire Rescue Department. She indicated that a list of veteran's information was available and it was separated by rank.

Ms. Crook commented that Mr. Thomas Davis sent out a letter dated February 11, 2013 about Mr. Tom Wagner, a member of the U.S. National Guard and Army Reserves who recently moved from Tennessee to Miami because of his wife Missy's health. She said the Wagner's moved into a foreclosed home that was in very bad condition and they both obtained jobs where they worked for two months before the employers stopped paying them. Ms. Crook noted that Mr. Willard Shepard featured the Wagner's in a story on NBC6 news; however, it did not give information about how to help. She said that Mrs. Wagner was now hospitalized; that they were being evicted from their home; that they put a \$500 deposit on another rental property; and that their two children were home schooled; and that the children were now at the hospital all day.

Mr. Davis commented that he was contacted by Mr. Shepard; that he forwarded the letter to Military Affairs Board (MAB) members; and that Commissioner Bell's office had intervened to assist with housing.

Chairman Diaz requested that Mr. Davis follow up with Commissioner Bell.

Ms. Crook noted that the Wagner's needed an additional \$2,600 to move into another home. She said that \$950 was raised through www.gofundme.com and that she personally raised another \$1,650 through family and friends. Ms. Crook also noted the Florida National Guard's President found Mr. Wagner a job with the Florida Highway Patrol.

Chairman Diaz expressed his appreciation to Ms. Crook for her efforts to help veterans.

Ms. Millie Herrera, United States Department of Labor, commented that the Veterans Job Fair made national news at www.dol.gov and the event and a photo of Chairman Diaz could be seen by clicking on the Newsletter link.

Mr. Kevin Humes introduced Mr. Haissam Elannan, President, Institute of Education and Continuing Studies (IIECS) who opened a 20,000 square foot facility in Doral to train military veterans.

Chairman Diaz asked that an IIECS presentation be made at the next MAB meeting.

Mr. Larry Rubino announced that the Veterans Administration and other organizations would assist homeless veterans on March 16th at the American Legion Post 29.

Mr. Jev Clayton, MAB Interim Director, acknowledged Sub-Committee chairpersons and members who had already met and began their work. He proceeded to encourage those committees that had not met to do so. Mr. Clayton also acknowledged Ms. Gloria Garces from Commissioner Jose "Pepe" Diaz' Office for her tremendous assistance.

Chairman Diaz expressed his appreciation to the InterContinental Doral Hotel for opening their doors to the MAB and hosting tonight's meeting.

Mr. Manny Gonzalez informed Board members that Miami-Dade County was assisting in International Police training efforts.

Chairman Diaz introduced Officer Paul Hernandez, Miami Dade Police Department to address issues surrounding panhandlers on street corners posing as military veterans.

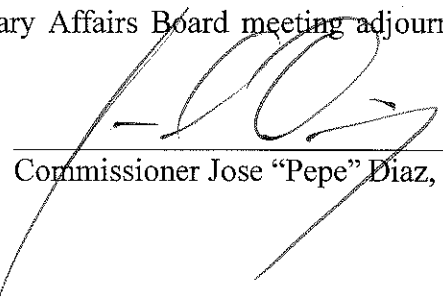
Mr. Hernandez said a State law existed prohibiting anyone from representing or misrepresenting themselves as an active or former veteran. He said this violation was a third degree felony and efforts to enforce this legislation would be pursued. Mr. Hernandez noted that any enforcement efforts needed to recognize individuals First Amendment rights.

9. Next Meeting

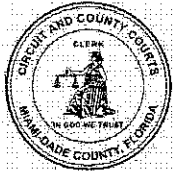
Chairman Diaz said the next Military Affairs Board Meeting would be held on Wednesday, April 10, 2013 at a location that would be announced.

10. Adjournment

There being no further business, the Military Affairs Board meeting adjourned at 6:47 p.m.



Commissioner Jose "Pepe" Diaz, Chairman



Military Affairs Board
March 6, 2013

Prepared by: Alan Eisenberg

EXHIBITS LIST

NO.	DATE	ITEM #	DESCRIPTION
1	3/06		Meeting Agenda
2	3/06		Email Notification Re: Col. M. Lee Walters Absence from meeting and Notification of email distribution of February 6, 2013 meeting minutes
3	3/06		Letter from U.S. Department of Labor, Office of Federal Contract Compliance Programs Re: pay discrimination policies
4	3/06		Military Family Leave Brochure
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Miami-Dade County Military Affairs Board Meeting

Wednesday, March 6th, 2013

Intercontinental Hotel Doral– Azalea Ball Room

2505 NW 87th Avenue,

Miami, FL 33172

5:30 p.m.

Meeting Agenda

- **Welcome**
- **Pledge of Allegiance**
- **Board Member Roundtable**
- **Old Business**
 - **Veteran's Job Fair**
- **New Business**
- **Sub-Committee Reports**
- **Approval of Minutes (February 6th, 2013)**
- **Next meeting date**
- **Discussion Items for the next agenda**
- **Adjournment**

RECEIVED
By the Clerk for the record.

07 JAN 06 2013
JAN 06 2013

Eisenberg, Alan (COC)

From: Walters, Mark L COL USA USSOUTHCOM/SC-CC (L) [mark.walters@hq.southcom.mil]
Sent: Tuesday, March 05, 2013 12:24 PM
To: Military Affairs Board; Diaz, Jose "Pepe" (DIST12); Eisenberg, Alan (COC); Shaw, Jovel (COC)
Cc: Diaz, Rene (Advocacy); Garces, Gloria (DIST12); 'Lee & Stephanie Walters'
Subject: RE: Military Affairs Board Meeting - Minutes [U]
Signed By: mark.walters@us.army.mil

CLASSIFICATION:UNCLASSIFIED

Commissioner Diaz and fellow members of the Military Affairs Board, I apologize for the last minute notice but I will not be able to attend the meeting this week. I will be at a school event for my youngest son.

Ms. Moore, our US Army Garrison-Miami Manager will represent both of our organizations. I'll follow-up with her to capture any notes or requirements.

Thanks very much.

v/r

Lee

M. Lee Walters
COL, US Army
Headquarters Commandant
Army Element Commander
US Southern Command
9301 NW 33rd St
Miami, FL 33172-1217
Phone: (305) 437-2674 (DSN - 567)
FAX: (305) 437-3831
BB: (305) 987-1973
NIPR: mark.walters@hq.southcom.mil
SIPR: mark.walters@hq.southcom.smil.mil

"Hallaré un camino, o lo abriré" Hannibal

RECEIVED
By the Clerk for the record

Item _____
Exhibit _____
Meeting _____

-----Original Message-----

From: Military Affairs Board [mailto:militaryab@miamidade.gov]
Sent: Monday, March 04, 2013 6:33 PM
To: Diaz, Jose "Pepe" (DIST12); Eisenberg, Alan (COC); Shaw, Jovel (COC)
Cc: Diaz, Rene (Advocacy); Garces, Gloria (DIST12)
Subject: Military Affairs Board Meeting - Minutes

Good Evening Chairman Diaz & Board Members,

On behalf of the County Clerk's Office, I would like to send out to all boards members a copy of the minutes for the February 6th, 2013 Military Affairs Board general meeting. Please review the minutes at your convenience. Let me know if you feel there are any discrepancies or if you have any further questions regarding these minutes. Please feel free to contact me at any time. Thank you and have a great day.

Regards,

Jevè Clayton

Military Affairs Board

Interim Director of the Board

Office: 305-375-1225 | Cell: 786-405-3599 | Fax: 305-375-1262

Address: 111 N.W. First Street|29th Floor|Miami, Florida 33128

www.miamidade.gov <<http://www.miamidade.gov/>>

CLASSIFICATION:UNCLASSIFIED

OFFICE OF FEDERAL CONTRACT
COMPLIANCE PROGRAMS



Item

Exhibit

Meeting

February 26, 2013

Dear Friends:

Today, I am announcing that the Office of Federal Contract Compliance Programs will formally rescind policies that have, for nearly seven years, hampered our efforts to combat pay discrimination. We are also announcing new guidance to explain how this agency will investigate such discrimination going forward.

Both of these actions will take effect on Thursday, February 28, 2013.

On Thursday, the *Federal Register* will publish a formal **Notice of Rescission** withdrawing the "Voluntary Guidelines" and "Compensation Standards" issued by OFCCP in 2006. Taken together, these guidance documents have limited OFCCP's ability to conduct full investigations into employer pay practices and to use every tool that should be at our disposal as we seek to enforce our nation's pay discrimination laws. Moreover, we are aligning our enforcement with the principles used to enforce the main federal law against employment discrimination -- Title VII of the Civil Rights Act of 1964 -- just like in all other areas where OFCCP reviews contractor compliance.

In addition, I will sign **OFCCP Policy Directive 307**, which replaces all previous directives on this subject and articulates the procedures my investigators will use to review the systems and practices by which government contractors pay their workers. I believe it is fair and reasonable for companies under OFCCP's jurisdiction to know exactly how they will be evaluated when one of our compliance officers come knocking. So, we are sharing information on the procedures, analysis and protocols that we will use to review businesses that profit from taxpayer-funded contracts.

Learn more about these actions visit

<http://www.dol.gov/ofccp/regs/compliance/CompGuidance/index.htm>.

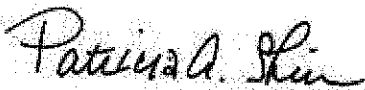
As always, our aim at OFCCP is for the companies we regulate to achieve voluntary compliance with the law. When a worker is diminished by discrimination, it diminishes us all. If we can prevent it, we should. And if we can fix it, we will. That's why we spend thousands upon thousands of hours each year assisting federal contractors to solve problems and head off discrimination before it happens. And even when we do find violations, we strive to remedy the situation by working with employers to correct the issue, provide relief to the affected workers and make sure it never happens again.

Arbitrary restrictions, like those in the 2006 guidance, keep us from doing our jobs and from effectively protecting workers from illegal pay discrimination. Clear expectations, like the ones set forth in our Notice of Rescission and Policy Directive 307, are good for workers, good for federal investigators and good for business.

In the coming weeks we will host a series of public Webinars to provide technical assistance and answer questions you may have about these actions. In the meantime, you can find more information about the changes to OFCCP's approach when it comes to enforcing our pay discrimination laws by checking out www.dol.gov/ofccp/CompGuidance/. There you will find the Notice of Rescission, the new policy directive, a fact sheet, answers to frequently asked questions, a press release, compliance assistance tools and more.

When President Obama asked me to serve on his National Equal Pay Task Force, I committed myself and this agency to doing everything within our capacity to help close the pay gap for every worker who is unfairly shortchanged because of discrimination. It is a commitment that, I am proud to say, we advance today and every day at the OFCCP.

Sincerely,



Patricia A. Shiu
Director





NEED TIME?



The Employee's Guide to
MILITARY FAMILY LEAVE
Under the Family and Medical Leave Act





Please reference "The Employee's Guide to the Family and Medical Leave Act" for general information about taking FMLA leave.

An Introduction to Military Family Leave under the Family and Medical Leave Act

Military families can find themselves facing great challenges. Caring for an injured servicemember, arranging for alternative childcare when a spouse is deployed to a foreign country, or attending arrival ceremonies when a loved one returns from a deployment may present family members with difficult decisions about time spent at work versus with family.

The Family and Medical Leave Act (FMLA) may be able to help. Since 1993, the FMLA has provided unpaid, job-protected leave for those living with a serious health condition, or caring for a family member with a serious health condition.

The Military Family Leave provisions, first added to the FMLA in 2008, afford FMLA protections ***specific to the needs of military families***.

This guide provides you a simple overview of how the FMLA may benefit military families. In your time of need, sometimes you just *need time*.

This Guide Will Explain:

- Who Can Use Military Family Leave?
- What are the FMLA Military Family Leave Entitlements?
- Leave Related to the Deployment of a Military Member (Qualifying Exigency Leave)
- Leave Related to a Seriously Injured or Ill Servicemember or Veteran (Military Caregiver Leave)
- General FMLA Rights and Responsibilities
- How to File a Complaint
- Web Site Resources

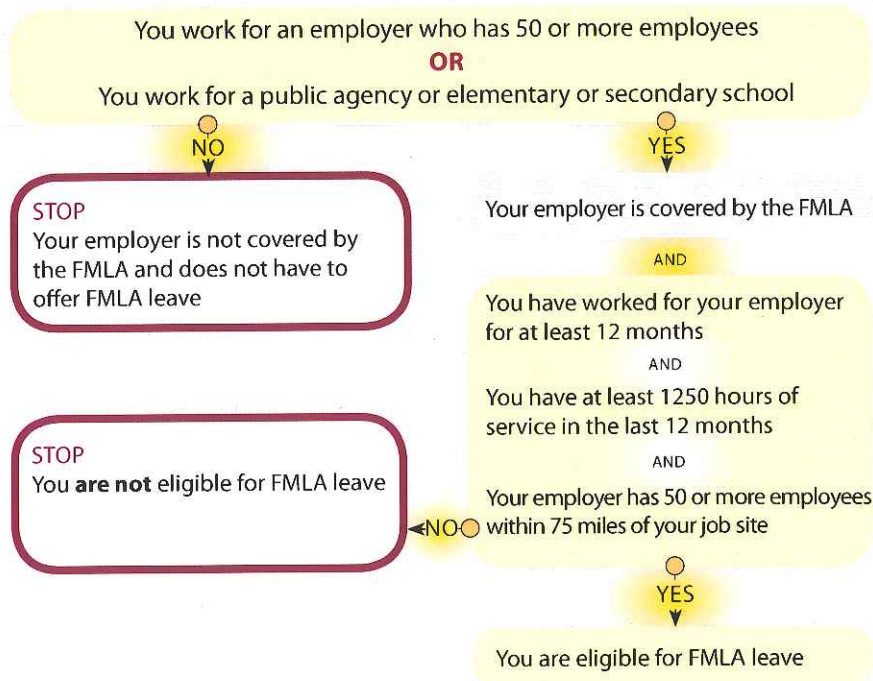
Who Can Use Military Family Leave?

In order to take FMLA leave, you must first work for a covered employer. Generally, private employers with at least 50 employees are covered by the law. Private employers with fewer than 50 employees are not covered by the FMLA, but may be covered by state family and medical leave laws. Government agencies (including local, state and federal employers), and elementary and secondary schools are covered by the FMLA, regardless of the number of employees.

If you work for a covered employer, you need to meet additional criteria to be eligible to take FMLA leave. You must:

- Have worked for your employer for at least 12 months;
- Have at least 1250 hours of service with your employer in the 12 months before you take leave*; and
- Work at a location where your employer has at least 50 employees within 75 miles of your worksite.

* Special rules apply to airline flight crew employees.



An Introduction to the Military Family Leave Provisions

QUALIFYING EXIGENCY LEAVE

When a family member is deployed to a foreign country with the Armed Forces, your life can change very quickly. Many of these changes can require your prompt attention. Even though no one is ill or injured, you may need time away from work to address these issues.

If your spouse, parent, son or daughter is a military member who is deployed or has been notified of an impending deployment to a foreign country, and you work for a covered employer and are an eligible employee, you may be entitled to qualifying exigency leave. Qualifying exigency leave allows you to take up to a total of 12 workweeks of FMLA leave for qualifying exigencies, such as making different day care arrangements for the military member's children or attending official military ceremonies as your family member prepares to deploy. See page 4 for more information on qualifying exigency leave under the FMLA.

MILITARY CAREGIVER LEAVE

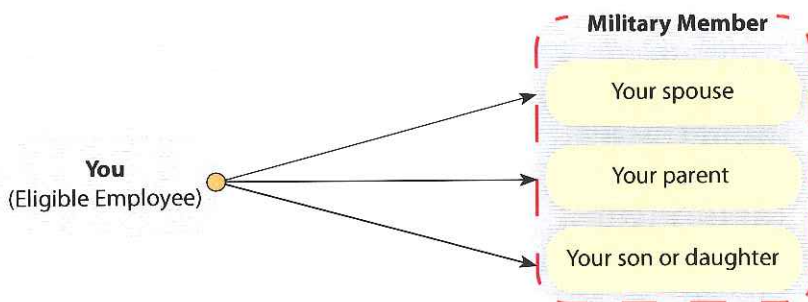
When faced with caring for an injured or seriously ill servicemember or veteran, the FMLA may be able to help ease the burden of worrying about your job during an already troubling time.

If you are the spouse, parent, son, daughter, or next-of-kin of a covered servicemember, you work for a covered employer, and are an eligible employee, you may be entitled to military caregiver leave. Military caregiver leave allows you to take up to a total of 26 workweeks of unpaid leave during a single 12-month period to take care of your military relative if he or she has a qualifying serious injury or illness. See page 10 for more information on military caregiver leave under the FMLA.

Qualifying Exigency Leave

Who can take Qualifying Exigency Leave?

To take qualifying exigency leave, the military member must be your *spouse, parent, son or daughter*.



■ Parent

Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to you when you were a child. This term does not include parents "in law."

■ Son or daughter

For qualifying exigency leave, son or daughter means your biological, adopted, or foster child, a stepchild, a legal ward, or a child for whom you stood in loco parentis, and who is of any age.

In Loco Parentis

A person stands in loco parentis if that person provides day-to-day care or financial support for a child. A person who has no biological or legal relationship with a child may nonetheless stand or have stood in loco parentis to the child for purposes of FMLA leave. (See Administrator's Interpretation No. 2010-3 and Fact Sheets 28B and 28C).

For example, if an employee stood in loco parentis to a military member when that military member was a child, the employee may exercise his or her FMLA rights to take qualifying exigency leave for exigencies arising out of that military member's deployment to a foreign country.

Covered Active Duty

Once you have determined that you are an eligible employee, you must determine whether your spouse, parent or child who is serving in the military is on "covered active duty" or call to "covered active duty" status (or has been notified of an impending call or order to "covered active duty").

"Covered Active Duty" means:

For members of the **regular Armed Forces**, duty during deployment of the member with the Armed Forces to a foreign country.

For members of the **reserve components of the Armed Forces** (members of the National Guard and Reserves), duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.

Deployment to a foreign country means deployment to areas outside of the United States, the District of Columbia, or any Territory or possession of the United States, including international waters.

Qualifying Exigency Leave Taken for a Military Member

STEP 1

You must work for a covered employer **AND you must** be an eligible employee

Please see pg. 2

YES

STEP 2

The military member **must be** on "covered active duty"

COVERED ACTIVE DUTY

NOT ON COVERED ACTIVE DUTY

STEP 3

The military member **must be** your spouse, parent, son or daughter

NOT YOUR SPOUSE, PARENT OR CHILD

YOUR SPOUSE, PARENT OR CHILD

STOP

You **are not** able to take FMLA leave for a qualifying exigency

STEP 4

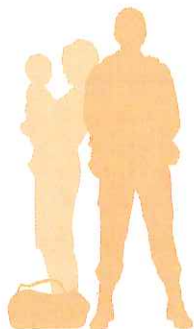
You **may take** FMLA leave for a qualifying exigency

Please see pgs. 6-8

Qualifying Exigency Leave

If your military relative is on covered active duty, you may be able to take FMLA leave for the following qualifying exigencies:

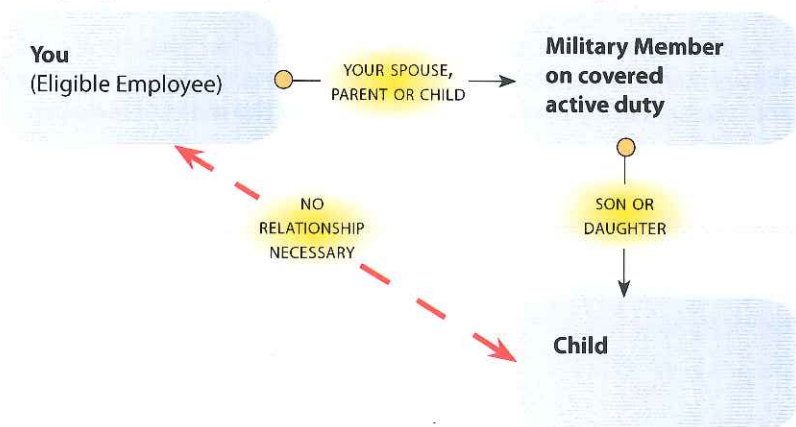
- To address any issues arising from the military member's short-notice deployment (i.e., deployment within seven or less days of notice). You may take leave for up to seven calendar days, beginning on the day the military member receives notice of deployment, to attend to any issue arising from the short-notice deployment.
- To make or update financial and legal arrangements arising from the military member's covered active duty. This could include preparing and executing financial and healthcare powers of attorney, enrolling in the Defense Enrollment Eligibility Reporting System (DEERS), obtaining military identification cards, or acting as the military member's representative in arranging for military service benefits.
- To attend counseling for yourself, the military member, or the child of the military member, when the need for that counseling arises from the military member's covered active duty and is provided by someone other than a health care provider.
- To attend military events and related activities. These could include official military ceremonies, military programs, family support programs, and/or informational briefings sponsored or promoted by the military or military service organizations that are related to the military member's covered active duty.
- To spend up to fifteen calendar days with a military member who is on Rest and Recuperation leave during covered active duty. (Note: You may only use this leave during the military member's R & R leave.)



- To address certain childcare and related activities concerning the military member's child that arise from the military member's covered active duty. These could include arranging for alternative childcare; providing childcare on a non-routine, urgent, immediate need basis; enrolling in or transferring a child to a new school or day care facility; and attending certain meetings at a school or a day care facility. This provision allows for the **arrangement** of alternative childcare. It does not allow you to take leave for routine childcare, such as to become the primary caregiver while the military member is on covered active duty.

Note: You do not need to be related to the military member's child. But, (1) **the military member** must be your spouse, parent or child, and (2) the child for whom you are taking leave must be the child of **the military member**.

Qualifying Relationship to the Child of the Military Member



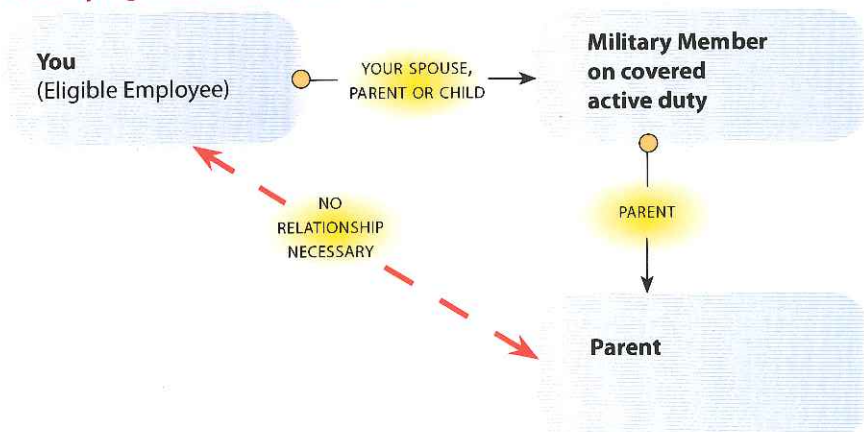
Qualifying Exigency Leave

(Continued)

- To attend post-deployment activities for up to **90 days** following the termination of the military member's covered active duty, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military, and to address issues arising from the death of a military member, including attending funeral services for the military member.
- Any other event that you and your employer agree is a qualifying exigency and agree to the timing and duration of the leave.
- To address certain activities related to the care of the military member's parent who is incapable of self-care. These could include arranging for alternative parental care; providing care on a non-routine, urgent, immediate need basis; admitting or transferring the parent to a new care facility; and attending certain meetings at a care facility or with hospice staff.

Note: You do not need to be related to the military member's parent. But, (1) **the military member** must be your spouse, parent or child, and (2) the parent for whom you are taking leave must be the parent of **the military member**.

Qualifying Relationship for Parental Care Leave



What are the certification requirements for qualifying exigency leave?

If you are requesting leave for a qualifying exigency, your employer may require:

- 1) a copy of the military member's active duty orders (or other official documentation issued by the military) which indicates the military member is on covered active duty or call to covered active duty status;
 - You only need to provide a copy of the active duty orders or other appropriate documentation once per deployment.
 - Your employer may contact the Department of Defense to request verification that the military member is on covered active duty.
- 2) a statement or description of the appropriate facts regarding the qualifying exigency;
 - Facts may include information on the type of leave needed and any available written documentation (for example, copy of meeting announcement, appointment confirmation with counselor or school official, copy of bill for legal or financial arrangements, or R & R orders).
- 3) the approximate date on which the leave began (or will begin); and
 - You may also be asked to provide an estimate of how long and/or how often you will need leave.
- 4) the contact information for any third party you are meeting.
 - For example, the name, title, organization, address, telephone number, fax number, and e-mail address of the third party, as well as a brief description of the purpose of the meeting.
 - Your employer may contact the third party to confirm the nature of the meeting. Your permission is not required for this contact — however, your employer may NOT request additional information from the third party during this contact.

Military Caregiver Leave

Who can take Military Caregiver Leave?

To take military caregiver leave, you must be the spouse, parent, son or daughter, or next of kin of the covered servicemember.

■ Parent

For military caregiver leave, parent means the servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the servicemember. This term does not include parents "in law."

■ Son or daughter

For military caregiver leave, son or daughter means the servicemember's biological, adopted, or foster child, stepchild, legal ward, or child for whom the covered servicemember stood in loco parentis, and who is of any age.

In Loco Parentis

A person stands in loco parentis if that person provides day-to-day care or financial support for a child. A person who has no biological or legal relationship with a child may nonetheless stand or have stood in loco parentis to the child for purposes of FMLA leave. (See Administrator's Interpretation No. 2010-3 and Fact Sheets 28B and 28C).

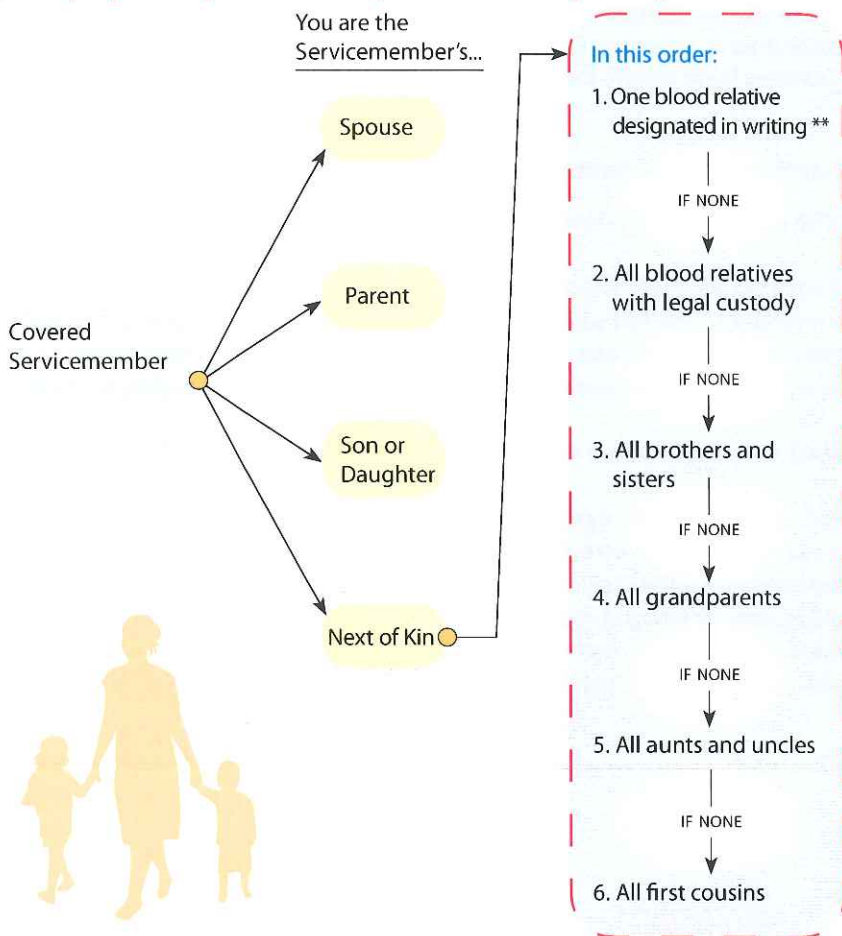
For example, an uncle who raised his niece may exercise his FMLA rights to take military caregiver leave if the niece is a covered servicemember.

■ Next of Kin

Next of kin is the nearest blood relative, other than the spouse, parent, son, or daughter, in the following order of priority:

- 1) a blood relative who has been designated in writing by the servicemember for purposes of FMLA military caregiver leave
- 2) blood relatives who have been granted legal custody of the servicemember
- 3) brothers and Sisters
- 4) grandparents
- 5) aunts and uncles
- 6) first cousins

Qualifying Family Relationship Under Military Caregiver Leave



** If the servicemember designates a next of kin in writing for purposes of FMLA military caregiver leave, that relative is the only next of kin for FMLA leave purposes. If the servicemember makes no such designation, all the family members sharing the same level of family relationship to the servicemember are considered the next of kin. For example, if a servicemember has three siblings, and no other blood relative has been designated in writing as next of kin for FMLA purposes or granted legal custody, all three siblings may take military caregiver leave as the next of kin (either simultaneously or consecutively).

Military Caregiver Leave

Military caregiver leave may be taken to care for a “covered servicemember” with a serious injury or illness. A covered servicemember may be either a current servicemember OR a veteran of the Armed Forces. (Please see pg. 14 if you need leave to care for a veteran.)

Current Servicemember

Who is a covered servicemember?

A **covered servicemember** is a current member of the Armed Forces, including a member of the National Guard or 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*.

What is a serious injury or illness of a current servicemember?

For a **current servicemember**, a serious injury or illness is one that was incurred by a servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating. A serious injury or illness also includes injuries or illnesses that existed before the servicemember's active duty and that were aggravated by service in the line of duty on active duty.



Military Caregiver Leave Taken for a Current Servicemember

STEP 1

You must work for a covered employer **AND** **you must** be an eligible employee

Please see pg. 2

NO →

STOP

You **are not** able to take FMLA military caregiver leave

YES ↓

STEP 2

The servicemember **must be** a current member of the Armed Forces

AND

The servicemember **must be** undergoing medical treatment, recuperation, or therapy; in outpatient status; or on the temporary disability retired list

AND

The servicemember **must have** a "serious injury or illness"

YES ↓

NO ↓

STEP 3

You must be the spouse, parent, child or next of kin of the servicemember

Please see pg. 10

NO →

STOP

You **are not** able to take FMLA military caregiver leave

YES ↓

STEP 4

You may take FMLA military caregiver leave



Military Caregiver Leave

Veteran of the Armed Forces

* Military caregiver leave is not available to care for a veteran until March 8, 2013, the effective date of the 2013 FMLA regulations.

Who is a covered servicemember?

A **covered servicemember** is a veteran discharged under conditions other than dishonorable within the five-year period before you first take military caregiver leave to care for that veteran who is undergoing medical treatment, recuperation, or therapy for a *serious injury or illness*.

For any veteran who was discharged prior to March 8, 2013, the period of time between October 28, 2009 and March 8, 2013 will not count as part of the five-year period. For example, if your family member became a veteran on October 28, 2009 then you may begin to use your military caregiver leave entitlement at any time up until March 8, 2018. As long as your military caregiver leave begins within five years of the veteran's discharge, the 12-month period may extend beyond the five-year period.

What is a serious injury or illness of a veteran?

For a **veteran**, a serious injury or illness is one that was incurred by the veteran in the line of duty on active duty in the Armed Forces or that existed before the veteran's active duty and was aggravated by service in the line of duty on active duty, and that is either:

- a continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
- a physical or mental condition for which the veteran has received a Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater. (The rating may be based on multiple conditions).
- a physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service, or would do so absent treatment; or

- an injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Any **one** of these definitions meets the FMLA's definition of a serious injury or illness for a veteran regardless of whether the injury or illness manifested before or after the individual became a veteran.

The "Single 12-Month Period"

The single 12-month period for leave to care for a covered servicemember (both current servicemembers and veterans) with a serious injury or illness begins on the first day you take leave for this reason and ends 12 months later, regardless of the 12-month period established by your employer for other types of FMLA leave.

You are entitled to a *combined* total of 26 workweeks of leave for any FMLA-qualifying reason during the "single 12-month period." (Up to 12 of the 26 weeks may be for an FMLA-qualifying reason other than to care for a covered servicemember. For example, if you use 10 weeks of FMLA leave for your own serious health condition, you still have up to 16 weeks of FMLA leave left to care for a covered servicemember.)

Multiple Instances of Military Caregiver Leave

Military caregiver leave is available to you once per servicemember per serious injury or illness. However, if you take leave to care for your family member when he or she is a current servicemember, you may be able to take another 26 weeks of military caregiver leave, in a different 12-month period, to care for that same family member when he or she becomes a veteran, even if he or she continues to suffer from the same serious injury or illness.

You may take an additional 26 weeks of leave in a different 12-month period to care for the same servicemember if he or she subsequently has a different serious injury or illness. For example, if you take caregiver leave to care for a covered servicemember who sustained severe burns, you may be entitled to an additional 26 weeks of caregiver leave in a different 12-month period if the same servicemember is later diagnosed with a traumatic brain injury that was incurred in the same incident as the burns. It is possible for you to take military caregiver leave to care for more than one servicemember with a serious injury or illness at the same time. In any event you are limited to a total of 26 weeks of military caregiver leave in a 12-month period.

Military Caregiver Leave

Military Caregiver Leave Taken for a Veteran

STEP 1

You **must** work for a covered employer AND you **must** be an eligible employee

Please see pg. 2

NO →

STOP

You **are not** able to take FMLA military caregiver leave

YES ↓

STEP 2

The servicemember **must be** a veteran discharged within the five year period before you first take military caregiver leave

AND

The veteran **must be** undergoing medical treatment, recuperation, or therapy

AND

The veteran **must have** a "serious injury or illness"

YES ↓

NO ↓

STEP 3

You **must be** the spouse, parent, child or next of kin of the veteran

Please see pg. 10

NO →

STOP

You **are not** able to take FMLA military caregiver leave

YES ↓

STEP 4

You may take FMLA military caregiver leave



What are the certification requirements for military caregiver leave?

If you request military caregiver leave, your employer can require that you provide certification supporting your leave request that includes:

- 1) contact information for the authorized health care provider completing the certification, the type of medical practice or specialty, and affiliation with the military, if any;
- 2) whether the injury or illness was incurred or aggravated by service in the line of duty on active duty, when it began or was aggravated, and its likely duration;
- 3) a statement of appropriate facts regarding the servicemember's health condition sufficient to support the need for FMLA leave;
- 4) information to show that the servicemember needs care and estimates for the period and dates of treatment or recovery needed;
- 5) if care is needed intermittently or on a reduced schedule, the schedule of treatments or appointments, or an estimate of the frequency and duration of periodic care;
- 6) your name, the name of the covered servicemember, and your relationship to the servicemember; and
- 7) information on the servicemember's branch, rank, and unit assignment or the veteran's date and type of separation.

If your family member is a current servicemember who needs care, you may present a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered servicemember's family for certification for the time specified on the ITO/ITA.

If your family member is a veteran with a serious injury or illness, you may provide a copy of a VASRD rating determination or the enrollment notice from the VA's Program for Comprehensive Assistance for Family Caregivers for certification of the veteran's serious injury or illness. The enrollment notice may be issued to any member of the veteran's family. However, you may need to provide additional information to support your leave request.

An authorized health care provider may be a DOD, VA, TRICARE network, non-network TRICARE, or non-military-affiliated health care provider. An employer may request a second and third opinion of a covered servicemember's serious injury or illness only when a certification is provided by a non-military-affiliated health care provider. Recertification is not permitted for a certification for military caregiver leave.

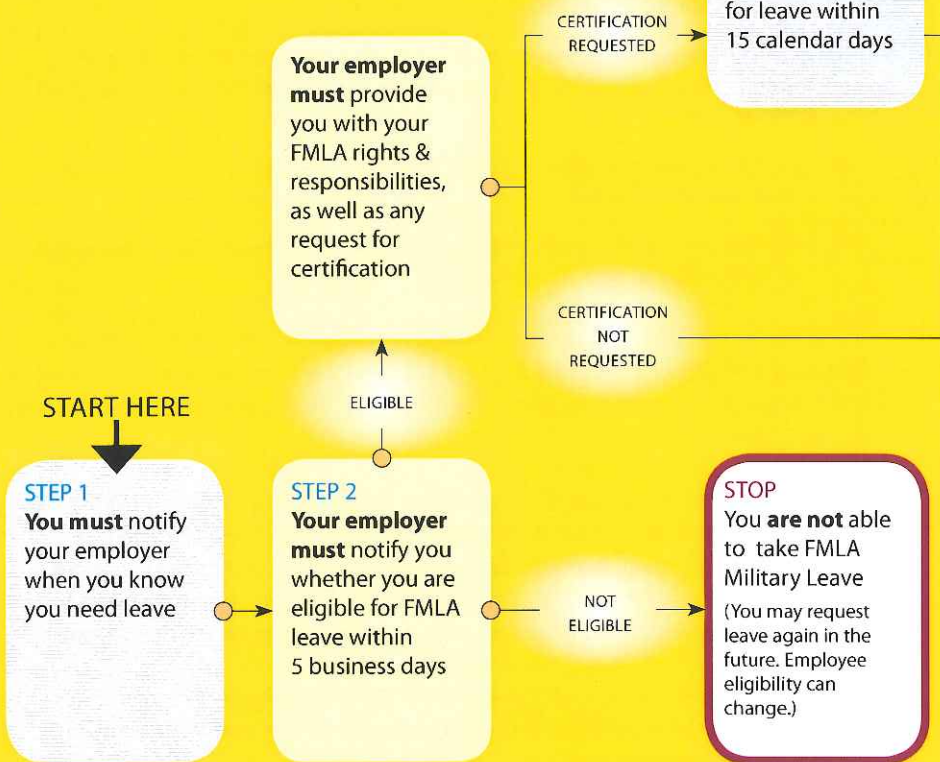
The FMLA Leave Process

This flowchart provides general information to walk you through your initial request for FMLA leave. It is a step-by-step guide that will help you navigate the sometimes complicated FMLA process.

Please note, it is **ESSENTIAL** that you are familiar with your employer's leave policy. There are several instances throughout the FMLA leave process where you will need to comply with **BOTH** the FMLA regulations **AND** your employer's leave policy.



PLEASE REFERENCE "THE EMPLOYEE'S GUIDE TO THE FAMILY AND MEDICAL LEAVE ACT" FOR GENERAL INFORMATION ABOUT TAKING FMLA LEAVE.



Qualifying Exigency Leave

Please see pg. 9 for qualifying exigency certification

Military Caregiver Leave

Please see pg. 17 for military caregiver certification

STOP

You **are not** able to take FMLA Military Leave
(You may request leave again in the future.)

NOT DESIGNATED

STEP 4

Your employer must notify you whether your leave has been designated as FMLA within 5 business days

DESIGNATED

STEP 5

Your FMLA Military Leave is protected
(There are employee responsibilities while out on FMLA leave.)

STEP 6

When you return to work, **your employer must** return you to your same or nearly identical job



YOUR RESPONSIBILITY



YOUR EMPLOYER'S RESPONSIBILITY

General FMLA Rights and Responsibilities

If you take FMLA leave, your employer must continue your health insurance as if you were not on leave (you may be required to continue to make any normal employee contributions).

FMLA leave is unpaid leave. However, if you have sick time, vacation time, personal time, etc., saved up with your employer, you may use that leave time, along with your FMLA leave so that you continue to get paid. In order to use such leave, you must follow your employer's normal leave rules such as submitting a leave form or providing advanced notice. Even if you do not want to use your paid leave, your employer can require you to use it during your FMLA leave.

To take FMLA leave, you must provide your employer with appropriate notice. When you need FMLA leave unexpectedly (for example, if a servicemember is injured in the line of duty), you **MUST** inform your employer as soon as you can. You must follow your employer's usual notice or call-in procedures unless you are unable to do so. Time off under the FMLA may not be held against you in employment actions such as hiring, promotions or discipline.

When you return to work, the FMLA requires that your employer return you to the same job that you left, or one that is nearly identical. If you are not returned to the exact same job, the new position must:

- involve the same or substantially similar duties, responsibilities and status;
- include the same general level of skill, effort, responsibility and authority;
- offer identical pay, including equivalent premium pay, overtime and bonus opportunities;
- offer identical benefits (such as life insurance, health insurance, disability insurance, sick leave, vacation, educational benefits, pensions, etc.); and
- offer the same general work schedule, and be at the same (or nearby) location.

Please keep in mind that if you exhaust your FMLA leave entitlement and are unable to return to work, your employer is not required to restore you to your position.

How to File a Complaint

The U.S. Department of Labor's Wage and Hour Division (WHD) is responsible for administering and enforcing the Family and Medical Leave Act for most employees.

If you have questions, or you think that your rights under the FMLA have been violated, you can contact WHD at 1-866-487-9243. You will be directed to the WHD office nearest you for assistance. There are over 200 WHD offices throughout the country staffed with trained professionals to help you.

The information below is useful when filing a complaint with WHD:

- your name;
- your address and phone number (how you can be contacted);
- the name of the company where you work or worked;
- location of the company (this may be different than the actual job site where you worked);
- phone number of the company;
- manager or owner's name; and
- the circumstances of your FMLA request and your employer's response.

Your employer is prohibited from interfering with, restraining, or denying the exercise of or the attempt to exercise FMLA rights, retaliating against you for filing a complaint and cooperating with the Wage and Hour Division, or bringing a private action to court. You should contact the Wage and Hour Division immediately if your employer retaliates against you for engaging in any of these legally-protected activities.

To contact the Wage and Hour Division office nearest you, visit:
www.dol.gov/whd/america2.htm.

Web Site Resources

Visit the Wage and Hour Division web site at www.dol.gov/whd/fmla for resources containing information about the FMLA, including:

- Key News
- General Guidance
- The Employee's Guide to The Family and Medical Leave Act
- Fact Sheets
- e-Tools
- Posters
- Forms
- Interpretive Guidance
- Law
- Regulations

**U.S. Department of Labor
Wage and Hour Division**

200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE

(1-866-487-9243)

www.dol.gov/whd