

Date: 3/13/2019 9:32:37 AM
From: "Meindl, Max" max.meindl@fema.dhs.gov
To: "femamax@gmail.com" femamax@gmail.com
Subject: FW: FMLA
Attachment: FM123-10-1., Absence and Leave Manual.pdf;

Max J Meindl, PMP
Program Delivery Manager | Houston TRO
DHS | FEMA-Recovery Directorate
Public Assistance Division
FEMA/HQ
202-374-9426
max.meindl@fema.dhs.gov



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From: Silva, Patricia
Sent: Wednesday, March 13, 2019 5:57 AM
To: Meindl, Max <max.meindl@fema.dhs.gov>
Subject: RE: FMLA

Good morning Mr. Meindl,

You need to communicate to your supervisor of record the need take FMLA leave at least 30 calendar days before the start of the planned absence. I have attached the Absence and Leave Manual for your review. Chapter 5 addresses FMLA.

I have also received the medical certification in connection with your request for FMLA leave.; however, the following required information is missing from the medical certification or is vague and needs clarification:

1. It is not clear whether you need FMLA leave intermittently or for a continuous period of time or both.
 - a. If your FMLA leave is for a continuous period of time, your doctor needs to state so. In the medical documentation you provided it only states "a few days after heart surgery". In addition, the your doctor will need to include the date of your surgery.
 - b. If your request is for intermittent leave for a planned medical treatment, the dates (actual or estimates) on which such treatment is expected to be given, the duration of such treatment, and the period of recovery, if any, before

you would be able to return to work;

2. Your medical provider stated that your condition will cause episodic flare ups; however, the certification is missing the frequency of the flare ups. The medical certification needs to include an estimate of the frequency of the flare ups and the duration of related incapacity that you may have over the next 6 months (Part B, question #7).

Please be advised that the complete medical documentation is due 15 calendar days from this email.

Let me know if you have any questions.

Thank you,

Patricia Silva

Employee/Labor Relations Specialist
Office of the Chief Component Human Capital Officer (OCCHCO)| FEMA|DHS
500 C. Street SW/Washington, DC, 7th Floor
Email: patricia.silva@fema.dhs.gov
Office: 202. 212. 5238
Mobile: 202.368.7217

From: Meindl, Max
Sent: Tuesday, March 12, 2019 3:13 PM
To: Silva, Patricia <patricia.silva@fema.dhs.gov>
Cc: femamax@gmail.com; rick@guerradays.com
Subject: RE: FMLA

Jamie McAllister

Deputy Infrastructure Branch Director
DR 4332 TX JFO Austin
Region 6 Infrastructure Branch
DHS/FEMA
(202) 709-0851 Cell
jamie.mcallister@fema.dhs.gov

No, Jamie is not aware of the request that I am aware of.

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From: Silva, Patricia
Sent: Tuesday, March 12, 2019 2:02 PM
To: Meindl, Max <max.meindl@fema.dhs.gov>
Subject: RE: FMLA

Mr. Meindl,

Who is your supervisor of record? Are they aware of your FMLA request?

Patricia Silva

Employee/Labor Relations Specialist
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From: Meindl, Max
Sent: Wednesday, March 6, 2019 2:29 PM
To: Silva, Patricia <patricia.silva@fema.dhs.gov>
Cc: femamax@gmail.com
Subject: RE: FMLA

Document attached.

Please advise as to the procedure subsequent the submission of this document to you.

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From: Silva, Patricia
Sent: Wednesday, March 6, 2019 1:03 PM
To: Meindl, Max <max.meindl@fema.dhs.gov>
Subject: RE: FMLA

Yes, that is correct.

Patrícia Silva

Employee/Labor Relations Specialist
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From: Meindl, Max
Sent: Wednesday, March 6, 2019 11:56 AM
To: Silva, Patricia <patricia.silva@fema.dhs.gov>
Subject: FMLA

I have been advised that you're the individual I'm supposed to send my FMLA forms to.
Is that correct?

Max J Meindl, PMP
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