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New PS Form 3971

Revision has new look and expanded recording capability

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A revised PS Form 3971, *Request for or Notification of Absence* — with a new look and functionality — is now available.

The revised form provides more space for requests and designation of protected leave under the Family and Medical Leave Act (FMLA).

The front of the form contains an expanded Remarks section and provides more specific instructions regarding FMLA designation.

The back of the 3971 includes assistance to help employees determine whether the request is a potential FMLA-protected absence. There's also a space to enter an FMLA case number to make sure the requested leave is associated with a previously approved or designation-pending FMLA case.

The form is available on *Blue*. It also can be ordered from the Topeka Fulfillment Center through USPS eBuy2 system under the MDC eBuy2 catalog. The National Stock Number (NSN) is 7530-02-000-9136.

The form also can be ordered using Touch Tone Order Entry (TTOE) at 800-273-1509 by those who have a 10-digit-access code or call 800-332-0317 to register for TTOE.

Current forms, dated March 2008 or earlier, should be destroyed.



Click on the image for a larger version of the new form.

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