

Dear Respondent,

I am writing to encourage your participation in a major study being conducted by the Department of Labor that will collect information on employers' family and medical leave policies and benefits. Your establishment has been randomly selected for this study. The results of this research will provide critical information on employer perspectives on the costs and benefits of both formal and informal policies regarding family and medical leave. I strongly urge you to participate in this study.

Data for this study are being collected for the Department of Labor by Abt Associates, a private research firm in Cambridge, Massachusetts, and its survey division, Abt SRBI. An Abt SRBI telephone interviewer will call you regarding your participation. Participation is voluntary, and Abt is required to protect the confidentiality of all information collected, including the identity of respondents to the fullest extent allowed by law. In addition, the data provided by Abt to the Department will not contain any information that would identify you or your establishment. There are many procedures in place to reduce the minimal potential risk in loss of confidentiality in this study.

The interview will last about 20 minutes and you will have the choice of completing it by telephone or over the web. We are enclosing a list of some of the information you will be asked about in the interview.

If an interviewer calls at an inconvenient time, he or she will be glad to call back at a mutually arranged time. You may contact the Abt SRBI survey center directly to schedule your interview. Please call toll free 1-800-xxx-xxxx and give the operator reference number (**insert number**) and participant code (**Pin (key)**). The call center will be open from 9 AM until midnight (Eastern Time) Monday through Friday.

To access the online survey, please go to this link: [www.INSERTLINK HERE](http://www.INSERTLINKHERE). This will bring you to an introductory page where you can enter your unique PIN (**Pin (key)**) and begin the survey. This ensures that you have exclusive access to your survey. Please feel free to contact the Abt SRBI survey center to assist you in either accessing or completing the web survey.

Surveys require clearance from the Office of Management and Budget (OMB) in accordance with the Paperwork Reduction Act of 1995. The OMB approval number is **XXXX** and the expiration date is **MONTH DAY**, 2011. Without OMB approval, the Department of Labor could not conduct this survey.

Thank you in advance for your participation.

Sincerely,

Hilda L. Solis  
Enclosure