



Flight Attendant Legal Defense Fund

FALDF • Colorado FAMLl resources

FALDF — Interview / Information Request Script

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Use this script when you receive notice of an investigation or interview about events connected to your Colorado FAMLl leave. Customize the bracketed information before sending. Keep a dated copy of the final email or letter you send.

Subject: Investigation interview regarding [date/topic]

Hi [Investigator/Manager Name],

I received your [letter/email/call] dated [date] requesting an interview regarding [summary of issue]. I am currently on Colorado FAMLl leave, claim #[claim #], for approved dates [start date – end date]. To stay in compliance with state law and company policy, I would like to confirm the following before we proceed:

1. Please provide the written policy, contract clause, or complaint triggering this investigation.
2. Confirm whether I may have a representative present (union representative or counsel) and the deadline to identify that representative.
3. Clarify whether medical information is being requested. Per company policy and Colorado FAMLl guidance, I will route medical questions through the proper HR/FAMLl contact and provide only documentation that is specifically required.
4. Let me know the format (phone/video/in-person) for the interview and any proposed dates. Because I am on protected leave, I may need to coordinate timing with my care schedule and representation.
5. Advise whether I am currently removed from the line or subject to any change in pay/status while this matter is reviewed.

I am preserving all communications related to this matter and will respond in good faith once I have the requested information. If deadlines apply, please state them in writing so I can comply or request an extension.

Thank you,

[Your name]

[Employee ID / file #]

[Preferred contact info]