

Leaves of Absence Now Administered by FMLASource®

We are pleased to announce that leaves of absence and other federal and state mandated leaves of absence are now being administered by FMLASource® on behalf of your employer. This service will ensure that your leave is properly and efficiently handled and that qualifying claims are filed.

Family and Medical Leave Act of 1993

FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. You are eligible if you have worked for your employer for at least 12 months and have worked for at least 1,250 hours over the previous 12 months.

Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- To care for your child after birth, or placement for adoption or foster care
- To care for your spouse, son, daughter or parent who has a serious health condition
- For a serious health condition that makes you unable to perform your job
- In situations of qualifying exigency to be with a spouse, parent or child who is an active servicemember or has an impending call to active duty in support of a contingency operation
- For the care of an injured service member if the servicemember is a spouse, child, parent or next of kin. FMLA taken for this reason includes an entitlement of up to 26 weeks in a 12-month period.

Advance Notice and Medical Certification

You may be required to provide advance notice and medical certification. Taking leave may be denied if requirements are not met:

- You ordinarily must provide 30 days advance notice when the leave is foreseeable.
- Your employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at your employer's expense) and a fitness-for-duty report to return to work.

Job Benefits and Protection

- For the duration of FMLA leave, your employer must maintain your health coverage under any group health plan. You will continue to be responsible for your portion of the cost-sharing of the premium payments.
- Upon return from their FMLA leave, employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

What You Should Do

Any time you are missing work due to your own serious medical condition or to care for a family member's condition, please contact FMLASource®.

- Contact your Director or Human Resources representative.
- Log on to www.fmlasource.com or call and talk to a live representative.
- Your information will be verified by a customer experience specialist, who will initiate the leave of absence process and answer any questions you may have.
- You will be notified of the status of your claim once it has been processed.



Call: **877-GO2-FMLA**
TRS: Dial 711
Fax: 877.309.0218



Online: FMLASource.com
App: FMLASource® Now

