

Reporting a Leave of Absence

To report a leave of absence, you can either

- Contact your Director or Human Resources representative.
- Go to www.fmlasource.com or open the mobile app FMLASource® Now, log in and click on Add New Leave
- Call and talk to a representative during business hours

What information will FMLASource® need?

- Company name
- Your first and last name
- Estimated dates of leave
- Attending physician phone number, fax and verbal authorization to contact them, if needed
- If caring for an immediate family member, their name, relation to you and birth date (if it is for a child)
- Employee ID #
- Reason for your leave

When and how should I follow up with FMLASource®?

To provide the following info, visit our website or mobile app.

- Update information related to your leave
- Submit an extension
- Confirm your return to work date
- To report date of delivery or placement of your child
- Report intermittent absences

Remember, you can contact FMLASource® with any questions you may have.

When should a leave of absence be reported to FMLASource®?

Contact FMLASource® and follow your internal call-off procedures if/or when:

- You or an immediate family member is hospitalized for any amount of time
- You are incapacitated for more than three calendar days and are seeking treatment by a health care provider
- You will be absent periodically due to a chronic or permanent disabling condition of your own or of an immediate family member
- You are pregnant or missing work due to anything medically related to your pregnancy
- You are bonding with a newly born child or a recently placed adopted or foster child
- You are caring for an immediate family member (spouse/domestic partner, parent or child) who is ill or injured
- You are caring for an injured servicemember
- You need to miss work due to a qualified exigency related to an immediate family member's active service duty



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



Online: FMLASource.com
App: FMLASource® Now

