

Reporting a Family and Medical Leave

How to Report a Family and Medical Leave to FMLASource®

To report an FMLA leave you can:

1. Call 877.GO2.FMLA (877.462.3652) and talk to a live representative during business hours or leave a message after hours.
2. Go to www.fmlasource.com, log in, and click on the Request Leave tab.
3. E-mail fmlacenter@fmlasource.com with the information detailed below regarding your leave.

What information will FMLASource need?

- › Company name
- › Your first and last name
- › Employee ID #
- › Reason for your leave
- › Estimated return to work date
- › FMLASource will need the name, telephone number and fax of your attending physician.

When should time off be reported to FMLASource?

First, report your absence for leave to your supervisor. Then, contact FMLASource if and/or when:

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- › You or an immediate family member is hospitalized for any amount of time.
- › You are incapacitated for more than three calendar days and seeking treatment by a health care provider.
- › 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 will be absent periodically due to a chronic or permanent disabling condition of your own or an immediate family member.
- › You are caring for an injured service member condition.
- › You need to miss work due to a qualified exigency related to an immediate family member's active service member's duty.
- › You are seeking leave for military service or related activities.

When should I follow-up with FMLASource?

Follow up with FMLASource when you need to:

- › Verify the receipt of the medical certification form completed by your health care provider
- › Provide updated information related to your leave
- › Get an extension to your already approved leave
- › Returning back to work earlier than anticipated
- › Report the date of delivery of your newborn child
- › Report intermittent FMLA absences
- › Get answers to any questions!

How to Access Information About Your Leave

While you can speak to a representative during normal business hours, you can also call 877.GO2.FMLA (877.462.3652) anytime, 24/7, to use our automated system to report on an existing leave, check your leave status, report a return to work date and more. Before you call, have your employee ID and claim number handy. If you don't have them, you will need to speak with a representative during business hours.

Your information is also available at www.fmlasource.com.

Additional Leaves

In addition to Family and Medical Leaves, FMLASource also administers the following state leaves when applicable: State Military Leave, Domestic Violence, Witness/Crime (ex. testifying at trial) and Civic Engagement (ex. Red Cross disaster relief services). Not all leaves are available in every state and the requirements for each state vary.

Contact Information

FMLASource
455 N. Cityfront Plaza Drive, 10th Floor
Chicago, IL 60611

877.GO2.FMLA (877.462.3652)

Confidential fax numbers: 877.309.0217 or 877.309.0218

www.fmlasource.com

E-mail at: fmlacenter@fmlasource.com

Business Hours: Mon. – Fri. 7:30 a.m. to 9:30 p.m. CST

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