

Leaves of Absence Now Administered by AbsenceProSM

We are pleased to announce that Family Medical Leaves (FMLA) / Short Term Disability (STD) will be administered by AbsenceProSM on behalf of your employer. This new process will ensure that your leave decisions are made promptly, properly, and administered to protect your benefits and ensure that qualified 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 an employee's spouse, parent or child if said person is an active servicemember or has an impending call to active duty in support of a contingency operation.
- For the care of an injured servicemember if the servicemember is the employee's spouse, child, parent, or "next of kin." This type of FMLA can be elected to be taken for 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.
- Medical certification may be required to support a request for leave because of a serious health condition and may require second or third opinions (at the 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 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

When needing to miss work due to one of the reasons for taking leave stated above

- Contact your manager and/or Human Resources department regarding your need for leave.
- Call 877.365.2666 or register online at AbsencePro.absencemgmt.com.
 - You will need to know your employee ID # and your home ZIP code that is on file at your employer.
- Your information will be verified by a leave specialist who will initiate the FMLA and/or STD leave, discuss your necessary actions to get certified, and answer any questions you may have.
- You will have the ability to receive FMLA leave letters and notifications to your personal e-mail and check your leave status 24/7 at AbsencePro.absencemgmt.com.

Tracking of Time – Certified Intermittent FMLA Leaves

You are required to report each intermittent absence to both AbsenceProSM and your department's normal call-in procedures.

- You must designate the need for FMLA to your manager when you call in or risk the absence not being protected.
- Track the intermittent FMLA occurrence with AbsenceProSM via phone, website, or email at Support@AbsencePro.absencemgmt.com.
- When applicable, you must provide advance notice of the intermittent absence to both AbsenceProSM and your manager.
- You may request leave time tracking information from AbsenceProSM once in a 30-day period (if you took leave within that 30-day period).



Call: 877-GO2-FMLA(877-462-3652)

TRS: Dial 711

Fax: 877.309.0218