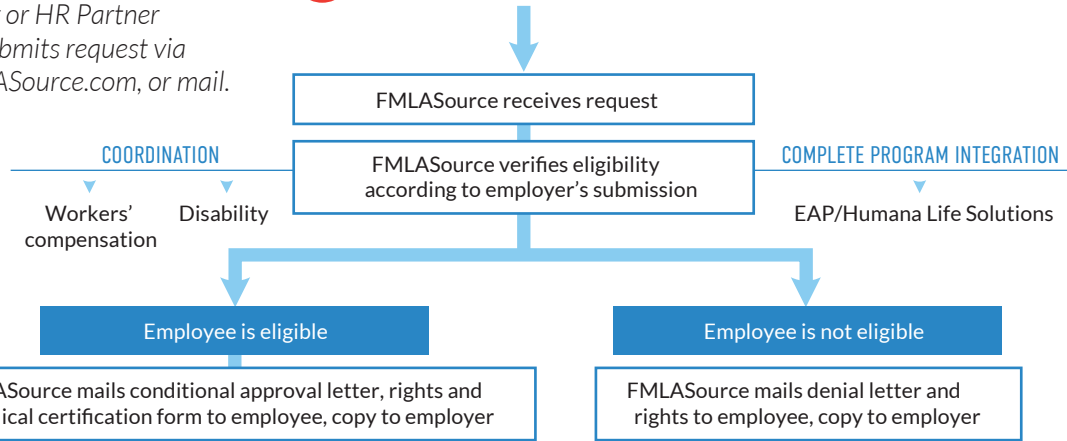


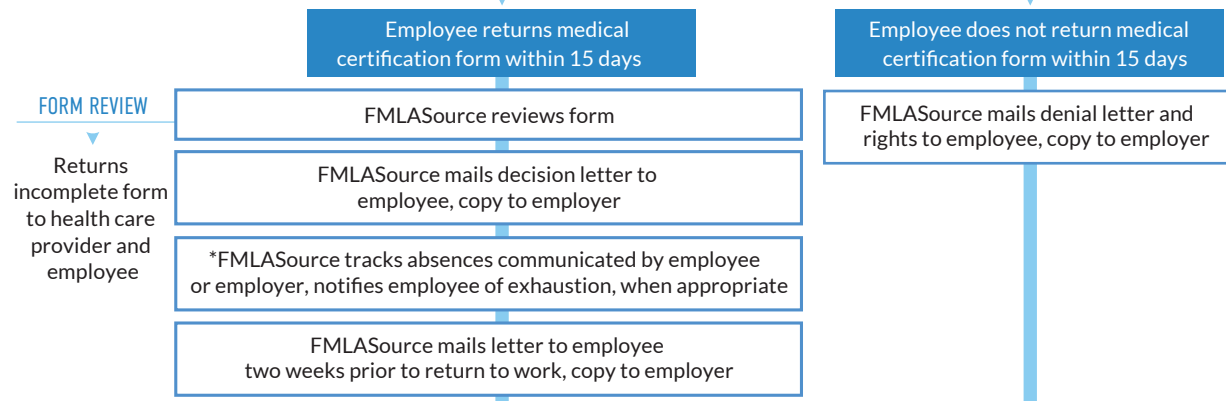
FMLA AND ADA PROCESS

1 FMLA leave is requested
 Employee, Manager/Supervisor or HR Partner identifies potential need and submits request via 24-hour toll-free line, fax, FMLASource.com, or mail.

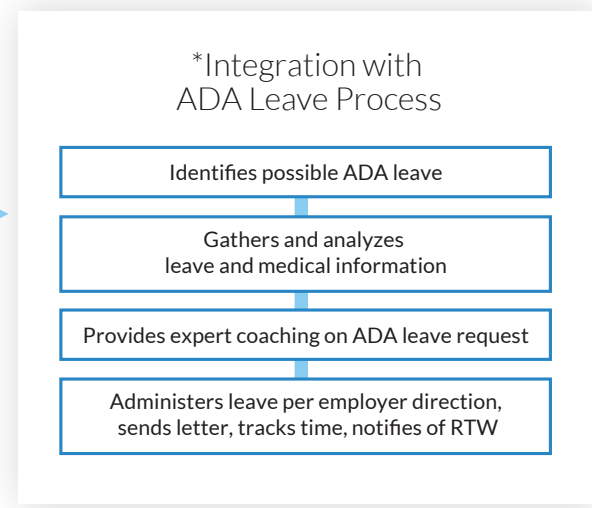
2 Eligibility is determined



3 Medical Certification



FORM REVIEW
 Returns incomplete form to health care provider and employee



4 Reporting
 FMLASource aggregates data and sends reports to employer

