

YOUR ESSENTIAL GUIDE TO LEAVES OF ABSENCE



This guide provides information on how to apply for a leave of absence for FMLA Leave, ADA leave, Medical and Personal Leave, and Military Leave.

Family and Medical Leave Act (FMLA) Leave

FMLA is a federal leave program which provides up to 12 weeks of leave in a rolling 12 month period for eligible employees who experience certain qualifying events. In general, you must be employed for 12 months before becoming eligible for this leave, although rehires can have prior service considered in order to meet this requirement. This leave can be taken in a continuous block of time or intermittently, as needed. This leave is job-protected.

Americans with Disabilities Act (ADA) Leave

ADA is a federal law that requires employers to provide accommodation to employees with disabilities. There may be times when you are considered disabled due to your health condition. Memorial may offer you a leave so that you can receive treatment that will allow you to once again perform the essential functions your job. This leave is generally in a continuous block of time but may also be provided intermittently. This leave is also job-protected.

Medical and Personal Leaves of Absence (LOA)

This leave is not required by law and is offered and administered based on Memorial policy. You must be employed for 90 days before becoming eligible for this type of leave. Since the leave is not legally mandated, it is subject to department leader approval and based on the operational staffing needs of the unit. This leave is only granted in a continuous block of time, and has a maximum combined length of 12 weeks in a rolling 12 month period. This leave is not protected, which means that your position may be filled while you are on leave.

Military Leave

This leave is mandated by federal law, the Uniformed Services Employment and Reemployment Rights Act (USERRA). This program provides leave for military or uniformed service for up to five years. This leave is considered job-protected.

How to Apply for Leave

1. Register for an FMLASource account. You can do this via **fmlasource.com** using your employee number, postal code, and MHS email address. Or, you can give FMLASource a call at (844) 242-6747, Monday through Friday from 8:30 a.m. to 10:30 p.m. **Please notify your manager as soon as you know you need leave.*
2. After you've registered and are ready to apply for leave, you can submit an application using the FMLASource website, phone number, or by downloading the free **FMLASource Now mobile app**.



Enter your requested leave dates and reason for leave. **Generally, you should apply for leave at least 30 days in advance of your first day of leave.** If you don't have 30 days advance notice, contact FMLASource via telephone as soon as you know you will need to take leave. If the leave is for a medical reason, you have 15 days to submit the medical certification. If the leave is intermittent FMLA, you will need to report your absence within 24 hours. The timeframes for your specific leave will be in the letter you receive from FMLASource.

3. After your request is submitted, you will be assigned a **leave specialist**. This person is your main point of contact throughout the leave application and tracking process.
4. You will receive an official leave packet in the mail. Its contents are time sensitive, so **please open the packet and complete the application steps as soon as possible**. The packet will provide the specific timeframe for your leave application, including your application due date. Your due date will also appear in your account when you login online and in the mobile app.
5. **For Medical Leave:** Your packet will contain a Medical Certification Form. You can also download this form at fmlasource.com. Take the blank form to either your (or your family member's) health care provider. Submit your medical certification form to FMLASource prior to the due date by fax, email, or mail. **Not returning the form may cause your leave to be denied or delayed.**

Fax: (877) 309 0218

E-Mail: FMLACenter@FMLASource.com

Mailing Address: FMLASource, NBC Tower - 13th Floor
455 N. Cityfront Plaza Drive
Chicago, IL 60611-5322
6. **For Non-Medical Leave:** Follow the instructions provided by your FMLASource Specialist and/or your packet.
7. Await the arrival of your decision letter from FMLASource. Decisions are based on the certification completed by your health care provider. If your leave was denied, you can contact FMLASource via telephone for next steps.

Once your leave is approved

1. Once your leave is approved, **you are responsible for reporting it.** You can enter your leave time used via the website, app, or telephone. Use the website or app to track how much time you have used and how much is left.

Your leave will either be intermittent or continuous.

Reporting Intermittent Leave: Report each intermittent absence to FMLASource within 24 hours of the date of absence and follow your department's call-in procedures. Not following these procedures puts you at risk of your absence being denied and makes you subject to disciplinary action.

All pre-scheduled appointments should be discussed ahead of time with your manager. You must consult with your manager prior to scheduling the appointment to arrange a time that minimizes disruption to your department.

Reporting Continuous Leave: Pay close attention to the date range provided in your decision letter. Your position is only protected during this window of time. Please notify FMLASource if your need for leave differs from what is provided in your decision letter to ensure accurate tracking and job protection.

Benefits: Your benefits will still be active while on leave.

2. If you are receiving pay using paid leave (PL) or disability leave (DL), your portion of the benefits premiums will automatically be deducted. Contact the HR Service Center at (954) 265-5903 to arrange payment of premiums if you exhaust your PL or DL and your leave is unpaid.

Returning to work

If you are on medical leave, have your healthcare provider complete the **Return to Work form** (in your packet and on the website), and provide the completed form to FMLASource prior to coming back to work. You may be contacted to discuss accommodations if you have restrictions. You may need to remain on leave for a longer period of time if your restrictions prevent you from performing the essential functions of your job.

FMLASource

fmlasource.com

(844) 242-6747

Monday through Friday

8:30 a.m. to 10:30 p.m.

Download the FMLASource Now app



