

Employee Leave of Absence Checklist:

- 1** Contact FMLASource
www.fmlasource.com
(844) 242-6747; Monday through Friday, 8:30 a.m. to 10:30 p.m.
Download the FMLASource NOW app
Employee must notify their Manager and FMLASource prior to commencement of the leave. Employee must provide thirty (30) days advance notice, when possible.
- 2** Review the Medical Certification Form
You will receive this in the Leave Notification Packet sent by FMLASource. Or you may download it from www.fmlasource.com.
The Medical Certification Form is time-sensitive material. Be certain to check for the certification due date on your initial request letter provided in your FMLA Notification Packet. It is ultimately your responsibility to ensure that FMLASource has received a completed and sufficient certification in a timely manner.
- 3** Have the Health Care Provider Complete your Medical Certification Form
If your leave is not for medical reasons, please follow the instructions provided by the FMLASource Specialist and/or your Leave Notification Packet. You may be charged a fee by the Health Care Provider to complete Medical Certification form. Please note that under MHS' medical plans, the fee charged will not be considered as part of deductible or out of pocket maximum.
- 4** Return the Completed Medical Certification Form to FMLASource Prior to the Certification Due Date
Submit it via FAX to (877) 309-0218 or email to FMLACenter@FMLASource.com. If there are delays completing your forms, be sure to contact FMLASource prior to your certification due date. Once you receive your Return to Work (RTW) note submit the note to FMLASource and contact your Manager/Department Leader to review the department's scheduling needs.
- 5** Receive and Review the Decision Letter from FMLASource
Please note that the decisions are based on the certification completed by the health care provider. Notify FMLASource if your leave was denied and you need clarification on next steps.
- 6** If Approved for the Leave, You Will be Responsible for Keeping Track of Your Available Entitlement:
Intermittent Frequency Leave: *Be sure to report each intermittent FMLA absence to FMLASource within 24 hours of the date of absence via phone (844) 242.6747, www.fmlasource.com; email FMLACenter@FMLASource.com, or through FMLASource NOW app **and** follow your department's call-off procedures for each absence related to this intermittent leave. All prescheduled appointments need to be tracked ahead of time with **both** FMLASource and your Department Leader. Failure to call off to both parties may be subject to disciplinary action.*
Continuous Frequency Leave: *Pay close attention to the date range on your decision letter. Your position at your company is only protected during that date range. To keep your entitlement accurate and to ensure protection, please notify FMLASource if your leave is different than what was provided on the decision letter.*

Disability Leave Hours

* Maternity/Paternity leave may be used as FMLA Intermittent if approved by Manager/Department Leader.

* For Maternity/Paternity leave, disability benefits may be paid for six (6) weeks for a normal delivery, eight (8) weeks for a caesarian delivery.

* Employee must use accrued disability pay (DL) for their own health condition, paternity, or leave for birth, adoption, or placement of child. DL will apply after paid leave (PL) has been used for the first 24 hours of leave.