FMLASource® provides access to experts who will answer questions, review guidelines and approve information regarding a job-protected medical or family leave of absence.

# Submit Your Leave | 15 minutes

* Submit your FMLA leave information to FMLASource® online or over phone
* FMLASource® handles the FMLA claim and completes the intake questions
* Have your employee ID number and health care provider’s name and fax number available prior to requesting your leave

# Receiving Your Leave Request Packet

* Work with your health care provider to ensure medical documentation is completed and returned to FMLASource®

within 15 days

* FMLASource® will fax the documents to your physician (if authorized) or you can provide the documents to your health care provider
* Review the request packet and all attachments for important company information

# FMLASource® Reviews Completed Documents

* FMLASource® receives the completed documents and reviews them in order to issue a decision
* FMLASource® may reach out to you or your health care provider (if authorized) for any incomplete information

# FMLASource® Issues Decision | 5 Business Days\*

* You will be notified of the decision by email and/or postal mail and provided with the next steps, if necessary
* Please contact FMLASource® with any leave updates or questions
* Notify FMLASource® by telephone, online, mobile app or email when you are ready to return to work
* FMLASource® will proactively send notifications throughout the claim process to share details such as documentation pending and received, confirming delivery/placement date as well as confirming return to work.



\*Estimation: Once FMLASource® receives all completed documentation

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

## TRS: Dial 711

Fax: 877.309.0218

Online: FMLASource.com App: FMLASource® Now



**FMLASource®**

**Leave of Absence Experience**



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