

# Leave of Absence Experience

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.

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\*Estimation: Once FMLASource® receives all completed documentation



Online: [FMLASource.com](https://FMLASource.com)  
App: [FMLASource® Now](#)  
Call: 877-Go2-FMLA

