

Follow these three easy steps when filing an FMLA request:

1

Call your supervisor to report your absence.

Failure to contact your supervisor may result in an attendance or other policy violation and may lead to corrective action.

2

Call CareWorks USA, toll-free, at 1-888-436-9530.

Failure to contact CareWorks USA may result in a delay or denial of your request.

3

Complete and return information provided to you by the deadline noted.

CareWorksUSA

CareWorks USA
5555 Glendon Court
Dublin, Ohio 43016
P.O. Box 182808
Columbus, Ohio 43218-2808
1-888-436-9530
Fax 1-888-436-9535



UNIVERSITY OF
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Employee's Guide to Reporting a Family Medical Leave Act (FMLA) Request

Administered by

CareWorksUSA

1-888-436-9530

Your FMLA Benefits

As an employee, you may be entitled to a medical leave of absence under the Family Medical Leave Act (FMLA). Your eligibility for FMLA leave is based upon certain guidelines and must be certified by your doctor. FMLA leave provides job protection should the need for you to take a leave of absence arise.

Employees are required to notify their employer of the need for FMLA leave due to:

- Your own serious health condition that prevents you from being able to perform your job.
- Your spouse, child or parent's serious health condition preventing you from being able to perform your job.
- The birth or adoption of your child.
- Care of a spouse, child, parent or next of kin with a serious injury or illness incurred or exacerbated within 5 years of active duty in the Armed Forces.
- Qualifying exigency arising out of the fact that a spouse, child or parent is on active duty in the Armed Forces or is deployed to a foreign country.

If the need for medical leave is foreseeable, for example, if you know you'll miss work due to scheduled surgery, please notify CareWorks USA 30 days in advance. If the need is unforeseeable, please notify CareWorks USA within two (2) days of the date you become aware of the need for leave.

Who Qualifies for FMLA?

- Employees who have been employed with the **University of Notre Dame** for 12 months or more AND
- Have worked 1,250 hours preceding the date of requested leave AND
- Have available FMLA hours AND
- Have a qualifying condition/reason certified by a health care provider.

What if I am not sure if I have a qualifying condition?

If you are not certain your situation would qualify, here are some general guidelines on when you should contact CareWorks USA regarding FMLA:

- Having an absence of more than 3 days for medical reasons and/or family care.
- Continued absences for the same reason and/or condition.
- Continued absences for a qualifying family member.
- Multiple doctor visits and/or treatment(s).

Reporting Your Absence

If you become disabled from work or if there is a need for family leave, filing a request for Family Medical Leave (FMLA) begins with a toll-free phone call, 24 hours per day, 7 days a week to CareWorks USA:

1-888-436-9530

CareWorks USA's intake specialists will ask you questions such as:

- What is your illness or injury?
- How long do you expect to be off work?
- What is the name of your doctor?

You will also be asked to sign and date the authorization to release medical information on your Family Medical Leave Identification Card for your request and give it to your doctor.

You will receive a packet of information to complete and return to CareWorks USA within 15 calendar days.

Your leave will not be approved until the information is received. Returning the information as quickly as possible will expedite your request.

The Leave Process

Once your request is reported, CareWorks USA will follow up with your Human Resources department to ensure timely and accurate processing.

A CareWorks USA leave representative will maintain contact with you while on medical leave and assist you throughout the process.

A Nurse Case Manager may also contact you to assist in your return to work. You can expect that your request will be handled professionally and confidentially.