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.

Employee’s Guide to Reporting a Family Medical Leave Act (FMLA) Request

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

Administered by

CareWorksUSA
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.