

# Follow these three easy steps when filing a Leave of Absence claim:

## 1

**Call your supervisor to  
report your absence.**

*Failure to contact your  
supervisor may result in a  
policy violation.*

## 2

**Call CareWorks Absence  
Management, toll-free, at  
1-888-436-9530.**

*Failure to contact CareWorks  
Absence Management within  
24 hours of absence may  
result in a delay or denial of  
your claim.*

## 3

**Complete and return  
information provided to  
you within the specified  
timeframe.**



### **CareWorks Absence Management**

5555 Glendon Court  
Dublin, Ohio 43016  
P.O. Box 182808

Columbus, Ohio 43218-2808

**1-888-436-9530**

Fax 1-888-436-9535

### **EMPLOYEE PORTAL**

Please visit us at  
<https://timeoff.careworksabsence.com>  
to create your secure account or  
call our customer service team at  
**1-888-436-9530.**



UNIVERSITY OF  
NOTRE DAME

## Guide to Reporting a Leave of Absence Claim

Administered by



**1-888-436-9530**

## Reporting Your Absence

If you become disabled from work as a result of a non-work related illness or injury or if there is a need for family leave, filing a claim for Family Medical Leave (FML) and/or Short Term Income Replacement (STIR) is as simple as one toll-free phone call, 24 hours per day, 7 days a week to:

**1-888-436-9530**

**CareWorks Absence Management'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 for your claim and give it to your doctor.

You will receive a packet of information that you will need to complete and return to CareWorks Absence Management.

Your leave will not be considered for approval until the information is received. Returning the information as quickly as possible will expedite your claim.

## The Claim Process

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

A CareWorks Absence Management

claim 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 claim will be handled professionally and confidentially.

## Your FMLA Benefits

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.

**Staff 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 Absence Management 30 days in advance.

If the need is unforeseeable, please notify CareWorks Absence Management within 24 hours of the date you become aware of the need for leave.

## Who Qualifies for FMLA?

- Staff who have been employed with **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 Absence Management 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.