

Leave of Absence Claim Submission Checklist

COMPANYNAME Employees

The following are step by step instructions on what you need to do to apply for a leave of absence.

Step #1:

- Contact AbsenceProSM to notify your need for a leave by either the AbsenceProSM website or by phone:
 - > **Website:** AbsencePro.absencemgmt.com
 - > **Phone:** 1.877.365.2666 Monday – Friday 7:30am – 9:00pm CST

Step #2:

- Receive the Medical Certification Form from either your Leave Notification Packet sent by AbsenceProSM or download from AbsencePro.absencemgmt.com.
 - > The Medical Certification Form is time sensitive material. Be certain to check for the certification due date on your initial request letter provided in your FMLA Notification Packet.

Step #3:

- Take the blank Medical Certification Form to either your or your family member's Health Care Provider.
 - > If your leave is not for medical reasons, please follow the instructions provided by the AbsenceProSM Specialist and/or your Leave Notification Packet.

Step #4:

- Ensure that AbsenceProSM received the completed Medical Certification Form prior to the certification due date. It is your responsibility to ensure paperwork gets returned in a timely fashion. If there are delays completing your forms, be sure to contact AbsenceProSM prior to your certification due date:

Return the completed Medical Certification Form to AbsenceProSM:

- > **Fax:** 1.877.309.0218
- > **E-Mail:** Support@AbsencePro.absencemgmt.com
- > **Address:** NBC Tower – 13th Floor, 455 N. Cityfront Plaza Drive, Chicago, IL 60611-5322

Step #5:

- Receive and review the Decision Letter from AbsenceProSM. Please note the decisions are based on the certification completed by the healthcare provider. Notify AbsenceProSM if your leave was denied and you need clarification on next steps.

Step #6:

- If approved for the leave, you will be responsible for keeping track of your available entitlement:
 - > **Intermittent Frequency Leave:** Be sure to report each intermittent FMLA absence to AbsenceProSM within 24 hours and follow your department's call-off procedures. All prescheduled appointments needs to be tracked ahead of time with both AbsenceProSM and your company. Failure to call off to both parties may be subject to disciplinary action.
 - > **Continuous Frequency Leave:** Pay close attention to the date range on your decision letter. Your position at your company is only protected during that date range. To keep your entitlement accurate and ensure protection, please notify AbsenceProSM if your leave is any different than what was provided on the decision letter.