

Leave of Absence Experience

FMLASource provides you with quick 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 via online or 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 provide the documents to your health care provider
- Review request packet and all attachments for important company information



FMLASource Reviews 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 are then 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 when you are ready to return to work by telephone, online, mobile app or email

GET STARTED

Call: 833.786.8644

Online: www.fmlasource.com

App: FMLASourceNow®

Fax: 877.309.0218

Email: fmlacenter@fmlasource.com

*Estimation: Once FMLASource receives all completed documentation