Wayne State University has partnered with FMLASource®

Are you facing the birth of a child?
Qualifying exigency?
Care for an injured service member?
Adoption and foster care?
Care for your own serious health condition?
Care for a child, spouse/eligible partner

You may qualify for a paid or unpaid leave under the Family Medical Leave Act of 1993, also known as FMLA

Total Compensation and Wellness
Phone 313-577-3717
Fax 313-577-0637
benefits@wayne.edu
www.hr/wayne.edu/tcw
Need to submit a request for FMLA?

Step 1:
Contact your Supervisor, Business Manager, or Designated Representative to inform them when you are absent for an FMLA qualifying event.

Step 2:
Contact FMLASource to submit a leave request:
FMLASource Options for Employees:
- www.FMLASource.com
- 1-877-462-3652

Step 3:
Login or Register online to begin your leave request.
You will need your access ID.

Step 4:
You will need to enter the following information to submit a request:
- Access ID
- Leave information

Why FMLASource?
FMLASource® is an easy and convenient way to request, track and manage family and medical leaves.

An employee can request a leave, check eligibility for leave, download medical certifications, check status of a leave request, keep track of leave time, and learn about Federal FMLA Regulations.

FMLASource can be used anytime, anywhere — available 24 hours a day, 7 days a week access.
FMLASource via www.fmlasource.com

or

Fax: 1-877-309-0218
E-mail: FMLACENTER@fmlasource.com
1-877-GO2-FMLA (1-877-462-3652)
Monday-Friday, 8:30 a.m. – 8 p.m. (EST)

Eligible employees have a right to FMLA leave.
FMLA can be taken on a continuous, intermittent or reduced schedule basis.