

## FMLA Claim Submission Checklist

The following are step-by-step instructions on what you need to do to apply for an FMLA leave.

### Step #1:

- Contact FMLASource to notify your need for a leave by either the FMLASource website or by phone:
  - > **Website:** [www.fmlasource.com](http://www.fmlasource.com)
  - > **Phone:** 1.877.GO2.FMLA (1.877.462.3652)

### Step #2:

- Receive the Medical Certification Form from either your FMLA Notification Packet sent by FMLASource or download from [www.fmlasource.com](http://www.fmlasource.com).
  - > The FMLA 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.

### Step #4:

- Ensure that FMLASource received the completed Medical Certification Form prior to the certification due date. It is your responsibility to ensure completed paperwork is timely submitted. If there are delays associated with completing your forms, be sure to contact FMLASource prior to your certification due date.

The Health Care Provider must return the completed Medical Certification Form to FMLASource by fax or e-mail:

- > **Fax:** 1.877.309.0218
- > **E-Mail:** [fmlacenter@fmlasource.com](mailto:fmlacenter@fmlasource.com)

You may return the completed form by mailing the original completed Medical Certification Form:

- > **Address:** FMLASource, NBC Tower – 13<sup>th</sup> Floor, 455 N. Cityfront Plaza Drive, Chicago, IL 60611-5322

### Step #5:

- Receive and review the FMLA Decision Letter from FMLASource. Please note the decisions are based on the certification completed by the health care provider. Notify FMLASource 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 Leave:** Be sure to report each intermittent FMLA absence in accordance with Wayne State's call-in procedures. Failure to do so may result in disciplinary action.
  - > **Continuous Frequency Leave:** Pay close attention to the date range on your decision letter. Your position with your employer is only protected during that date range. To keep your entitlement accurate and ensure protection, please notify FMLASource if your leave differs from what is provided on the decision letter.