

Information on Taking FMLA Leave/Disability

The Family Medical Leave Act, (FMLA) is a federal law that gives certain employees the right to take up to 12 weeks off work per year for specified health and caregiving reasons, including surgery. FMLA leave is unpaid, but you can use your accrued paid leave (like sick time or vacation) during FMLA leave to get paid for at least some of the time.

If you are planning on using FMLA with your upcoming surgery or pregnancy, here are a few things to consider:

You will need to turn in your FMLA form at the front desk. There is a \$25.00 fee to fill out these forms. So, if you have your own form and your spouse wants one filled out, as well, it would be \$25.00 for each form. Once that is paid, that form will be given to the FMLA Coordinator to fill out. Per policy, we have 7 days to complete those forms, so please turn them in in a timely fashion. You can pick up your FMLA forms through your employer, (usually in the Human Resources Dept.) If you choose to have your employer fax these forms to us, that is fine, but you would still be responsible for the \$25.00 fee and the form will not be filled out or faxed back to employer or third-party administrator, nor would you be able to pick up the completed forms until this fee is paid.

In all cases, you will need to sign a records release so that we may release this information to either your employer or a third-party administrator. You will also need to know how much time you will be taking, the date of your first day off, and what day you will be returning to work after surgery, do you want the FMLA form faxed or do you want to pick it up? And if we are faxing the FMLA form, what is the name of the person or company that is to receive the fax and the fax number it is to be faxed to.

All managed Medicaid patients will be responsible for the \$25.00 FMLA/Disability fee. The patient will be required to sign a waiver and make the \$25.00 payment on the day of their request. If they are unable to do so, paperwork will not be completed until fee is paid. Patient will pay a \$25.00 fee per surgery.

Pregnancy related FMLA for post-partum time off. Forms can be submitted at any time yet will not be filled out until after either the doctor has taken you off work (ie bedrest or induction date is planned) or until after your delivery date. If you need something with your expected delivery date on it and expected maternity leave a letter can be written for this. FMLA will only be completed early if approved by the doctors for time off.

If you have disability paperwork to complete:

If you have disability paperwork to be completed the charge and time frame limitations will still apply as above. *The only exception to this is if it is only a one-page disability form, there will be **no charge**.*

If you are an OB pt, additional time off prior or after delivery will only be completed for a qualified disability diagnosis. This does not include normal pregnancy related symptom, or normal 3rd trimester pregnancies. Please check with your HR department on what benefits you have in relation to disability leave, preferably prior to not reporting to work. WCI cannot guarantee disability coverage will be given to you by your employer.

If you have any questions regarding FMLA or disability paperwork, please direct your questions to the FMLA Coordinator at 567-560-8803.