**FMLA LEAVE**

**Process:**

* Employee provides HR in writing the following information as soon as practicable:
* Your name;
* The date(s) for which you request leave;
* The reason for leave; and
* A statement that you are unable to work because of the above reason.
* Employee will receive FMLA paperwork to be completed by physician and employee will receive a response from HR indicating whether leave is FMLA eligible.
* Employee returns completed FMLA paperwork to, Benefits Specialist, within 15 days of request. Employee receives final determination whether leave is covered by FMLA.
* Before returning to work, employee is required to provide a **“Return to Work Certification**” from their physician.

**Who is eligible for FMLA:**

* Employee has worked for MSD of Decatur for a minimum of 12 months (does not need to be consecutive)
* Employee has at least 1,250 hours of service during the 12 month period immediately preceding the leave.

**What does it mean to have my leave designated as FMLA:**

* Eligible employees may take up to 12 work weeks (60 days) of unpaid leave in a rolling 12 month period forward from the first date employee uses leave.
* MSD of Decatur will continue group health insurance during the 12 weeks of FMLA leave.

**Will I be paid during my leave?**

* Employees are required to use all available sick days on work days for which the employee’s doctor considers them disabled.
* Employee should check with payroll to determine how contract/pay may be affected.
* **If employee does not have sufficient pay to cover insurance payroll deductions, it is the employee’s responsibility to notify Paige Poindexter, Benefit Specialist, and work out a payment plan to pay for insurance. (317) 856-5265 ext. 18131**

**What if my FMLA leave extends beyond 60 days?**

* If employee is enrolled in group insurance then employee will be offered COBRA coverage **(Employee is responsible for full group insurance premium plus 2% administration fee)**
* Days beyond the 60 days of FMLA will be designated as a leave of absence.

**How do I file a claim if I have American Fidelity Short Term Disability?**

* Todd Caston is your disability claims representative. You may request a claim form from the Benefits Specialist.

Todd Caston

Account Executive

American Fidelity Educational Services

800-638-4268, ext.223 office cell 317-908-6185

* There are 3 parts to form. Todd can help with questions on section one and with questions concerning payments on your claim. The employee completes section 1, employer section 2 & doctor section 3.