



FMLA AND SHORT-TERM DISABILITY

If you are planning a medical leave of absence your employer might offer benefits such as FMLA and Short-Term Disability. Setting up these benefits takes time, therefore it is important to meet with your Human Resources Representative as soon as possible.

What is FMLA?

The **Family and Medical Leave Act (FMLA)** is a federal law designed to help workers balance job and family responsibilities by giving employees up to 12 weeks of unpaid leave per year for specific reasons, including a serious health condition or to care for an immediate family member who has a serious health condition. During FMLA leave, employers must continue employee health insurance benefits and, upon completion of the leave, restore employees to the same or equivalent positions. It can be used for:

- o Medical leave when the employee is unable to work because of a serious health condition; or
- o To care for an immediate family member (spouse, child, or parent) with a serious health condition.*

What is Short-Term Disability?

Short-Term Disability refers to an injury or illness that keeps a person from working for a short time. The definition of short-term disability (and the time period over which coverage extends) differs among insurance companies and employers. Short-term disability insurance coverage is designed to protect an individual's full or partial wages during a time of injury or illness (that is not work-related) that would prohibit the individual from working.*

To ensure all deadlines are met in a timely manner, it is important to get with your Human Resource department as soon as your leave dates are established. Once your employer has provided the paperwork it is imperative that you bring it to our office. Your employer will have a deadline for completion and our office needs time to provide the proper medical documentation.

Time Frame

FMLA: It can take up to 5 business days from the day paperwork is received to have it completed.

Short-Term Disability: It can take up to 10 business days from the day paperwork is received to have it completed.

Authorization Forms

An Authorization form will be included in your benefits packet provided by your employer. This authorization must be signed and present with all FMLA or Disability packets. Without the signed authorization, HIPAA will prevent our office from submitting your completed paperwork.

Fees

A \$30 Administrative fee is required to be paid before any paperwork can be completed. This is payable at the front desk of each clinic.

*Definitions were provided by the United States Department of Labor