



OB~GYN

ASSOCIATES

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MARY L. CHAPPELL, M.D.
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JASMINE POWELL, C.N.M.
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D. MICHELE FULLER, N.P.

Family and Medical Leave Act (FMLA) and Short-Term Disability Information

Family and Medical Leave Act (FMLA) and Short-Term Disability can be used when you need to take time off work for pregnancy or medical reasons. These are two different options for taking leave. Each have different purposes and rules.

FMLA

- **What is FMLA?**
 - FMLA is a Federal Law which entitles eligible employees to take job-protected leave for qualifying family and medical reasons for up to 12 weeks in a 12-month period. Talk to your employer regarding your eligibility to take FMLA.
- **Is FMLA Paid?**
 - FMLA is unpaid leave. However, you may be able to use your sick time, vacation time, or short-term disability policy. It is important for you to speak with your employer to go over your specific benefits.
- **Who can take FMLA for your pregnancy:**
 - You (the patient), the father of the baby, or any other family member you choose to help with your postpartum recovery.

Short-Term Disability

- **What is Short-Term Disability?**
 - Short-Term Disability is a type of insurance that provides financial assistance to employees who are unable to work due to a temporary illness, injury, or pregnancy.
- **Is Short-Term Disability Paid?**
 - Short-Term Disability typically pays a portion of one's salary. It is important to discuss with your employer if you qualify for this to obtain the correct paperwork.
- **How long can you take Short-Term Disability?**
 - You will get a maximum of 6-8 weeks (depending on the situation) of Short-Term Disability.
 - After the allotted Short-Term Disability is used, if the patient decides to take off additional time, she can choose to use FMLA for the remaining 4-6 weeks.

- **Can I use intermittent leave through my pregnancy?**
 - Intermittent leave may be used in certain circumstances upon approval of your provider.
 - It is important to note that if you choose to use intermittent leave, this is included in your total 12 weeks of FMLA.
 - For example, if you use **4** weeks of intermittent leave throughout your pregnancy, you are only allotted 8 weeks of FMLA after delivery.
- **How do FMLA and Short-Term Disability work together?**
 - Often, an employee who has a qualifying medical condition will use both FMLA and Short-Term Disability at the same time. FMLA and Short-Term disability will run concurrently. This means FMLA and Short-Term Disability start on the same day.
 - For example, if you use your 6 weeks of Short-Term Disability, you will have a total of 6 weeks of FMLA remaining if you choose.
- **Important to note:**
 - It is important to speak with your employer before you submit your Short-Term Disability and/or FMLA paperwork, so you understand your rights and benefits.
 - For processing, once all forms have been gathered from your (and partner's) employer, please submit to OB-GYN Associates. You are responsible for contacting your employer to obtain the correct forms.
 - Forms can be submitted to us by:
 - Email : obfmla@awhg.org
 - Fax: (770) 425-7601
 - Paper copy turned in at the office
 - Payment is due at the time the paperwork is submitted. Form processing will not start if payment has not been made.
 - Please allow 7 – 10 business days for completion.
 - Cost for form completion is as follows:
 - \$100 for maternity (Includes all forms)
 - \$50 for surgery or gynecologic forms.
 - An additional \$20.00 will be assessed for expedited requests.