

# PROCEDURE: Request for FMLA Procedures

RELATED POLICY & NUMBER: 6.3 -FMLA

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Employees requesting leave due to illness, injury or a need for family leave must follow their department's internal notification process, and contact York (formerly known as CareWorks Absence Management) no later than the first day of absence. The process to report an absence or need for leave is as follows:

1. Contact the immediate supervisor to report the need for leave.  
Employees are expected to follow the BCC **Notification, Call-In, Request for Leave** procedure, and any departmental requirements for reporting absences.
2. Contact York at **1-888-436-9530**.  
An Intake Specialist will ask informational questions, such as:
  - What is the illness or injury?
  - How long does the employee expect to be off work?
  - What is the name of the employee's doctor?
3. Complete and return the FMLA claim paperwork to York as soon as possible.  
Once a claim is reported, York will send a packet of information to complete and return. Leave will not be approved until the information is received. Returning the information quickly will expedite the claim.

## Approved FMLA Absences

Once an employee is approved for a defined period of FMLA, he/she does need not call in except if the expected duration of approved leave changes. Employees on approved INTERMITTENT Family Medical Leave, are expected to call York each time they are absent for approved intermittent FMLA. Failure to contact York on the first day of absence may result in denial of the intermittent FMLA absence.

York provides an Employee Portal which allows an employee secure access to all his/her leave documents and information. Employees may visit <https://timeoff.yorkrisk.com> to register for access and for the following services:

- Self Registration
- Interactive Messaging with Representative
- Real Time Claim Status
- View all Documentation
- Displays Hours Available for all Leave Types
- Tracks Multiple Leaves Simultaneously
- FAQ Support
- Utilization Calendar

**NOTE:** Employees who are absent for reasons not related to FMLA (i.e. child care issues {non-military related}, car won't start, or a onetime brief illness that does not qualify for FMLA) are not required to call CareWorks Absence Management.