

How To Apply for FMLA

(All employees)

Day 1

- Employee notifies supervisor and contact Sedgwick to open claim for FMLA/state leave (within 2 days of first day of absence) @ 1-800-729-7526 option 1-4-1.
- Sedgwick begins eligibility verification, advises employee of rights / responsibilities, and sends email notification to and requests eligibility information from supervisor.

Day 5

- Sedgwick completes FMLA/ and certain state leave eligibility verification and notifies employee of eligibility. If eligible paperwork will be sent to employee.

Day 15

- Federal statute gives the employee 15 days to provide paperwork.
- CenturyLink policy gives the employee 21 days to allow for mail time.
- Employee should follow up with provider to ensure paperwork is filled out and returned to Sedgwick.

Day 18

- Sedgwick notifies employee if certification paperwork has not been received
- Employee may request one extension up to 15-days if needed.

Day 21

- Paperwork is reviewed upon receipt. Employee and supervisor are notified of approval, non-certification, or incomplete.
- If no paperwork is received and no extension is requested by the deadline, Sedgwick issues a non-certification (not approved). *
- Paperwork received after the deadline will be reviewed on a going forward basis.

Day 35

- If extension has been requested, employee and supervisor are notified by email of approval or non-approval. *
- If no paperwork received after extension, Sedgwick issues a non-certification and supervisor records time according to the attendance policy.

** If FMLA is denied the employee may be eligible for leave as a reasonable accommodation under the Americans with Disabilities Act. Supervisor should have an interactive discussion with the employee to discuss reasonable accommodations, including the need for additional leave.*