



# Leave of absence submission checklist

The following are step-by-step instructions that describe what you need to do to apply for a legally protected leave and/or short-term disability for your situation.

## Step #1

Contact AbsenceResources® online or by phone to notify your employer of your need for a leave of absence:

- Website: [absenceresources.com](https://absenceresources.com)
- Call during our business hours: Monday through Friday, 7:30 a.m. - 9:30 p.m. CST

## Step #2

Receive the Medical Certification Form, found in your leave of absence claim packet sent by AbsenceResources, or download from the website provided by your employer. The completion of this single medical certification form is sufficient for your application for leave of absence.

- The Medical Certification Form is time-sensitive material. Be certain to check for the certification due date on the initial request letter found in your leave of absence claim packet.

## Step #3

Take the blank Medical Certification Form to either your own or your family member's health care provider.

- If your leave is not for medical reasons due to a Qualifying Exigency, please follow the instructions provided by the AbsenceResources specialist and/or your leave of absence claim packet.

## Step #4

Ensure that AbsenceResources received the completed Medical Certification Form prior to the certification due date. It is your responsibility to ensure paperwork gets returned in a timely fashion. If there are delays completing your forms, be sure to contact AbsenceResources prior to your certification due date:

The health care provider must return the completed Medical Certification Form to AbsenceResources by either fax or email. You may return the completed form by logging in or registering for the web portal and selecting **Submit Documentation** on your employee dashboard.

- Fax: 877.309.0218
- Web portal: [absenceresources.com](https://absenceresources.com)

## Step #5

Receive and review the decision letter from AbsenceResources. Please note the decisions are based on the certification completed by the health care provider.

## Step #6

If approved for the leave, you will be responsible for keeping track of your available entitlement:

- **Intermittent Frequency Leave:** Be sure to report each intermittent absence to AbsenceResources within 24 hours and follow your company's call-in procedures. All prescheduled appointments need to be tracked ahead of time with both AbsenceResources and your company. Failure to call off to both parties may be subject to disciplinary action.
- **Continuous Frequency Leave:** Pay close attention to the date range on your decision letter. Your position at your company is only protected during that date range. To keep your entitlement accurate and ensure protection, please notify AbsenceResources if your leave is any different than what was provided on the decision letter.

Call: 888-789-3994

TRS: Dial 711 Fax: 877.309.0218

App: AbsenceNow<sup>SM</sup>

Online: [absenceresources.com](https://absenceresources.com)



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