



# Reporting a leave of absence

## To report a leave of absence, you can either

- Go to [absenceresources.com](https://www.absenceresources.com) or open the mobile app AbsenceNow<sup>SM</sup>, log in and click on Add New Leave
- Call and talk to a representative during business hours

## What information will AbsenceResources® need?

- Company name
- Reason for your leave
- Your first and last name
- Estimated dates of leave
- Employee ID #
- Attending physician phone number, fax, and verbal authorization to contact them, if needed
- If caring for an immediate family member, their name, relation to you, and birth date (if it is for a child)

## When and how should I follow up with AbsenceResources?

To provide the following info, visit their website or mobile app.

- Update information related to your leave
- Submit an extension
- Confirm your return to work date
- To report date of delivery or placement of your child
- Report intermittent absences

Remember, you can contact AbsenceResources with any questions you may have.



## When should a leave of absence be reported to AbsenceResources?

Contact AbsenceResources and follow your internal call-off procedures if/or when:

- You or an immediate family member is hospitalized for any amount of time
- You are incapacitated for more than three calendar days and are seeking treatment by a health care provider
- You will be absent periodically due to a chronic or permanent disabling condition of your own or of an immediate family member
- You are pregnant or missing work due to anything medically related to your pregnancy
- You are bonding with a newly born child or a recently placed adopted or foster child
- You are caring for an immediate family member (spouse/ domestic partner, parent or child) who is ill or injured
- You are caring for an injured servicemember
- You need to miss work due to a qualified exigency related to an immediate family member's active service duty

**Call:** 888-789-3994

**TRS:** Dial 711 **Fax:** 877.309.0218

**App:** AbsenceNow<sup>SM</sup>

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



Scan for more resources

