

Employee Guide:

How to request FMLA or Medical Leave

WHAT IS FMLA? The Family Medical Leave Act (FMLA) is federal law that applies to covered employers which permits eligible employees to take unpaid, job-protected leave for qualifying reasons. In addition to job-protected leave, the employer must also maintain the employee's group health benefits during the leave as if the employee had continued working.

You are eligible for FMLA if you (1) work for a covered employer; (2) have worked for the employer for at least 12 months; (3) have at least 1,250 hours of service for the employer during the 12-month period immediately preceding the leave; AND (4) work at a location where the employer has at least 50 employees within 75 miles.

FMLA can be used for any of the following reasons: (1) the birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care; (2) to care for a spouse, son, daughter, or parent who has a serious health condition; (3) for a serious health condition that makes the employee unable to perform the essential functions of his or her job; (4) for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty; or (5) to care for a covered service member with a serious illness or injury if the employee is the spouse, son, daughter, parent or next of kin of the covered service member (the military caregiver).

WHAT IS MEDICAL LEAVE? Medical leave may be requested for an employee's own medical condition when the employee is not eligible for FMLA or has already used up their FMLA allowance in a given 12-month period.

HOW DO I REQUEST LEAVE?

Your employer outsources leave administration to East Coast Risk Management (ECRM). If you would like to request FMLA or medical leave, please follow these steps:

1. **Call ECRM** toll free at **(844) 865-3126** or email them at FMLA@eastcoastrm.com to request FMLA or medical leave. *Failure to contact ECRM to request leave may result in delay or denial of the leave.*
2. **Complete and return any information** that ECRM asks you to provide within the time deadlines provided by ECRM. *Failure to do so may result in delay or denial of the leave.*

