

Any time you are missing work due to your own serious medical condition or the care of a family member's condition, please follow the steps below:

1. Contact your Supervisor and Human Resources, 240-764-2649
2. Call toll-free at **1-888-889-2953** to initiate your claim as soon as your leave begins. Your claim can be initiated Monday through Friday, between the hours of 7:00 am – 7:00 pm MST. Please be prepared to provide the following information:
 - Six digit group #**514207**
 - Your name, social security number, address and telephone number
 - Physician's name, address, phone and fax numbers
 - Please sign the authorization on the back and provide a copy to your treating physician(s)
3. After your claim has been initiated, for questions regarding ongoing claim status, you may call **1-888-889-2953** to speak with a Representative.

About Family Medical and Leave

Employees are considered to be eligible for FMLA leave if they have been employed by the employer for at least one year, and have worked a minimum of 1,250 hours in the prior 12 month period.

- The Family Medical Leave Act (FMLA) is the federal law that provides up to 12 weeks or 26 weeks of unpaid job protected leave during a 12 month period (which need not be consecutive).
- Qualifying events for the FMLA:
 - Birth of a child
 - Adoption of a child
 - Care of an immediate family member with a serious health condition
 - Immediate family member includes: spouse, child or parent
 - An employee's own serious health condition
 - Military leave
 - Caregiver leave
 - Qualified Exigency
- Leave can be taken in one of three ways:
 - Continuous – one unbroken block of time
 - Intermittent – leave used in blocks of time that start and stop throughout an approved period for leave
 - Reduced Schedule – leave taken by an employee working less hours a day and/or fewer days a week

About Short-term Disability (STD) Leave

The disability plan has a 14 calendar day (10 work days) elimination period. Benefits (60% of salary) are paid beginning the 15th day you are unable to work for any approved STD leave. You can use available sick leave, or vacation leave if sick leave is exhausted, to continue paid leave during the elimination period. Once disability benefits begin, you cannot use sick leave, but you can use available vacation leave.