

Answers when you have questions.
Guidance when you need support.SM

FMLASource[®]

Are you facing one of the following?

Birth of a child



Care for an injured
service member



Adoption or foster care



Care for your own
serious health condition



Care for a child, spouse or parent
with serious health conditions

FMLASource[®] provides employees with quick access to experts who will answer questions, review guidelines and provide information regarding a job protected medical or family leave of absence. Please contact FMLASource for information and forms required for your leave.

Call: **877.462.3652**

TDD: **800.697.0353**

Fax: **877.309.0218**

Online: **fmlasource.com**

FMLASource[®] Inc. is a ComPsych[®] company.

Family and Medical Leaves of Absence Administered by FMLASource

Family and Medical Leave Act and the Wisconsin Family and Medical Leave Act are administered by FMLASource on behalf of Portage County. This service will ensure that your leave is properly and efficiently handled and that qualifying claims are filed.

Family and Medical Leave Act of 1993

FMLA provides up to 12 weeks of unpaid, job protected leave to “eligible” employees for certain family and medical reasons. You are eligible if you have worked for Portage County for at least 12 months and worked for 1,250 hours over the previous 12 months.

■ Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- To care for your child after birth, or placement for adoption or foster care
- To care for your spouse, son, daughter or parent who has a serious health condition
- For a serious health condition that makes you unable to perform your job
- In situations of qualifying exigency to be with an employee’s spouse, parent or child if said person is an active service member or has an impending call to active duty in support of a contingency operation
- For the care of an injured service member if the service member is the employee’s spouse, child, parent, or “next of kin.” FMLA taken for this reason includes an entitlement of up to 26 weeks in a 12-month period.

■ Advance Notice and Medical Certification

You may be required to provide advance notice and medical certification. Taking leave may be denied if requirements are not met:

- You ordinarily must provide 30 days advance notice when the leave is foreseeable.
- If 30 day notice is not possible, you must provide notice as soon as reasonably possible under circumstances.
- Portage County may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness-for-duty report to return to work.

■ Job Benefits and Protection

- For the duration of FMLA leave, Portage County must maintain your health coverage under any “group health plan.” You will continue to be responsible for your portion of the cost sharing of the premium payments.
- Upon return from FMLA leave, employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.
- The use of FMLA cannot be held against you in employment actions such as hiring, promotions, or discipline.

What You Should Do

■ Any time you are missing work due to your own serious medical condition or the care of a family member’s condition, please contact FMLASource.

- Contact your Supervisor or Human Resources Representative.
- Call 1.877.GO2.FMLA (1.877.462.3652) or log on to www.fmlasource.com.
- Your information will be verified by a Benefits Specialist who will initiate the leave of absence process and answer any questions you may have.
- You will be notified of the status of your FMLA claim once it has been processed.
- When using the website for the first time, register using your **SSN without dashes as your Employee ID**.