

Transition of Leave of Absence Administration

Transition

On November 1, 2020, FMLASource has been contracted to administer leaves of absence on behalf of City of Dallas. The leave request you submitted to your Human Resources Department will be passed to FMLASource and will not be interrupted. If your leave is in "pending" status, please fax your completed medical certification form to FMLASource at 877-309-0218.

What to Do

Active Continuous Leaves

If you have an active continuous leave and any of the following apply, you must contact FMLASource immediately:

- > You require an extension of your current leave
- > You will be returning to work earlier than anticipated
- > You do not expect to return to work at all
- > Your circumstances have changed in any other respect

If any of the above apply and you fail to contact FMLASource, you may suffer a loss of leave protection, including your right to be restored to employment.

Active Intermittent Leaves

If you have an active intermittent leave and would like your time to be protected, you must (1) contact FMLASource to report the intermittent leave used, and (2) follow your employer's standard "call-in" procedure for each absence related to this intermittent leave. Failure to contact both parties may result in your time off work being unprotected.

Track your usage with FMLASource by one of the following resources:

- > Website: www.fmlasource.com
- > Mobile App: downloading 'FMLASource Now' (for *GooglePlay* or *Apple iOS*)
- > Email: FMLACenter@fmlasource.com
- > Call: 1-833-515-0767

Upcoming Maternity / Paternity Leave

As the date of delivery approaches, FMLASource would like to remind you to provide an update with any changes. If updates to your leave are not communicated to FMLASource in a timely manner, your job protection and/or any benefits that you qualify for may be delayed.

Please email fmlacenter@fmlasource.com or call 1-833-515-0767 with the following information after your date of delivery so we can update our records accordingly:

- > First day out of work?
- > Date of delivery?
- > Delivery method?
- > How long do you plan to be off?
- > Are there any circumstances that have arisen that have changed your need for leave? (Example: You had an emergency C-section or require bed rest?)
- > Expected return to work date?

What You Need to Know

You may find information and review your leave status through your online leave record. To access it, please visit our website at www.fmlasource.com on or after 10/1/2020 and create a username and password, or download 'FMLASource Now', our free mobile app for *GooglePlay* and *Apple iOS* application. You must have your employee ID number and your home ZIP (postal) code on file with your employer to register.

FMLASource looks forward to providing you with excellent service during your leave.