

FMMLA

**SOME THINGS YOU NEED
TO KNOW**

ELIGIBILITY

- YOU NEED TO HAVE
 - 12 MONTHS OF SERVICE
 - 1250 HOURS WORKED WITHIN THE PREVIOUS 12 MONTHS.
- REASONS
 - BIRTH OF A CHILD, ADOPTION OR FOSTER CARE.
 - CARE FOR A SPOUSE, CHILD UNDER 18 OR OVER 18 WITH MENTAL OR PHYSICAL DISABILITIES.
 - THE INABILITY TO PERFORM YOUR JOB DUE TO A SERIOUS HEALTH CONDITION.
- YOU GET
 - 12 WORKWEEKS A YEAR (480 HOURS)

FORMS

- THEY ARE NO LONGER SENT AUTOMATICALLY.
- YOU NOW HAVE TO GET THE FMLA FORMS.
- HOW TO GET THEM
 - ASK YOUR ABSENCE ADMINISTRATOR.
 - FROM THE E-WEB.

- FORMS MUST BE COMPLETED AND RETURNED WITHIN 25 DAYS FROM THE DAY THE ABSENCE WAS REPORTED.

WHEN FAXING

- VERIFY THE FAX WAS SUCCESSFUL.
- KEEP YOUR TRANSMITTAL SHEET FOR VERIFICATION.
- CALL THE ARC OR E-MAIL THEM AND MAKE SURE THEY RECEIVED THE SAME NUMBER OF PAGES AS WHERE SENT.

FOLLOW - UP

- CALL THE ARC AT **LEAST** ONCE A WEEK TO TRACK THE PROGRESS AND TO STAY ON TOP OF YOUR CLAIM.
- IF YOU HAVE ACCESS, E-MAIL THEM AS WELL FOR STATUS CHECKS.
- YOU CAN NEVER CALL THEM OR E-MAIL THEM TOO MUCH.

WHEN REPORTING AN ABSENCE

- ADVISE THE MANAGER THAT YOU ARE SICK AND THAT YOU WILL RETURN TO WORK AS SOON AS YOU ARE ABLE.
- DO NOT SHARE ANY CLINICAL INFORMATION.
- DO NOT PROVIDE ANY UNNECESSARY INFORMATION, IT CAN AND WILL BE USED AGAINST YOU.
- NO ONE OTHER THAN YOU SHOULD TALK TO MANAGERS WHEN THEY CALL.

DENIAL

- IF YOU RECEIVE A DENIAL AND WANT TO APPEAL IT YOU HAVE 14 DAYS TO GET THE APPEAL IN.
- THE ONLY WAY TO APPEAL YOUR CLAIM IS WITH AN ADMINISTRATIVE REVIEW.
- THE DENIAL LETTER WILL STATE THE REASON YOUR CLAIM WAS DENIED.
- CALL THE ARC AND ASK FOR AN EXPLANATION OF ANYTHING THAT YOU DO NOT UNDERSTAND.

ADMINISTRATIVE REVIEW

- IT **MUST** STATE IN WRITING THAT YOU ARE REQUESTING AN ADMINISTRATIVE REVIEW OF YOUR CLAIM.
- IT **MUST** BE INCLUDED WITH YOUR CORRECTED FORMS.
- WITHOUT IT YOUR CLAIM WILL BE **DENIED.**

CORRECTED FORMS

- ANY CHANGES YOUR DOCTOR MAKES TO YOUR FMLA FORMS **MUST** BE INITIALIZED BY YOUR DOCTOR.
- ONCE THE CORRECTED FORMS ALONG WITH YOUR ADMINISTRATIVE REVIEW REQUEST ARE SENT IN THE FOLLOW- UP PROCESS STARTS OVER.

P.S.

THE COMPANY HAS HATED FMLA FROM THE DATE OF ITS INCEPTION. WE SEE THIS NOW MORE THAN EVER WITH THE MODIFIED ACP. THEY NO LONGER CONCERN THEMSELVES WITH WHAT YOUR CONDITION IS. THEY LOOK FOR ANY AND EVERY POSSIBLE WAY TO DENY YOUR CLAIM BEFORE THEY EVER HAVE TO MAKE A DECISION ON WHETHER OR NOT IT MEETS FMLA CRITERIA. UNFORTUNATELY THE ODDS ARE STACKED IN THEIR FAVOR. THAT IS WHY WE MUST BE MORE DILIGENT THAN EVER BEFORE. FOLLOWING UP ON YOUR PAPERWORK HAS BECOME A PART TIME JOB. IT CAN BE VERY HARD SOMETIMES TO FIND THE TIME TO DO ALL THE FOLLOW-UP . BUT IT CAN MAKE ALL THE DIFFERENCE BETWEEN HAVING A CLAIM APPROVED VERSUS GETTING ONE DENIED.

CONTACTING THE ARC

- ARC
 - 1-877-VzBENS
 - AskVzHr@Verizon.Hewitt.Com

SOME KEY CHANGES TO FMLA AS OF 01/16/2009

- THERE WERE SEVERAL CHANGES MADE TO FMLA BY THE PAST ADMINISTRATION. HERE ARE A COUPLE OF LINKS THAT REFERENCE THOSE CHANGES.
- <http://cwalocal1111.com/info.html>
- <http://www.dol.gov/esa/whd/fmla/>