

# Your questions answered.

New York Life Group Benefit Solutions Family and Medical Leaves.

**Q: What is the Family and Medical Leave Act (FMLA)?**

**A:**



GROUP BENEFIT  
SOLUTIONS

**Q: How much time can I take under the FMLA?**

**A:** For most FMLA leave reasons, you're entitled to a total of 12 work weeks of leave during a 12-month period. You should contact your human resources representative or consult your employer's FMLA policy for information on how the 12-month period is calculated.

For leave to care for a covered military service member with a military-service-related serious injury or illness, you're entitled to a total of 26 work weeks of leave during a 12-month period (measured forward from the date you first use FMLA leave for this reason). During this 12-month period, you can't take more than a total of 26 work weeks of leave for any FMLA qualifying reason.

Your leave entitlement is based on your normal work week. For example, if you're regularly scheduled to work 40 hours a week, you're entitled to 480 hours of FMLA leave (12 weeks x 40 hours per week).

**Q: What are the ways I can take FML?**

**A:** You can take FML on the following basis:

- **Continuous** – where you're missing work every day for a certain period of time
- **Intermittent** – where you're missing days or hours/minutes of work, but not every day
- **Reduced schedule** – where you're working part of your normal work schedule on a regular basis

You should review your employer's FMLA policy for more information on taking FML.

**Q: How do I submit a leave request?**

**A:** Contact your employer on, or before, your first day out of work – and let them know when and for how long you expect to be absent. Then, contact New York Life. You can file your leave two different ways:

**ONLINE** at [myNYLGBS.com](http://myNYLGBS.com) > Coverage > Disability/Leave of Absence

**BY PHONE** at (888) 842-4462 or (866) 562-8421 (español), 7:00 am–7:00 pm CST and a representative will walk you through the process.

Have the following information on hand:

- Your Social Security number, birth date, home address, phone number and email address
- The reason for your leave or expected delivery date (if you're pregnant)
- Your employer's contact information, date of hire, what kind of work you do and the last date you worked
- If the leave is for your own medical condition – dates and contact information for any health care providers or hospital/clinic visits

**Q: What if my injury or illness is work-related?**

**A:** If your injury or illness is work-related, workers' compensation runs concurrent with FML. You should notify your employer if a work-related injury or illness occurs and your employer can provide information on how to file a workers' compensation claim.

**Q: What does it mean if my FML is "exhausted"?**

**A:** It means that you've used up all of your available leave time.

**Q: What should I do about returning to work?**

**A:** While on leave, you may be required to provide your employer with periodic reports of your status and intent to return to work, as noted in your employer's procedures. This is especially important if you need workplace accommodations, as some take time to put in place. Your employer may require a Fitness for Duty certification in order to return to work.

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