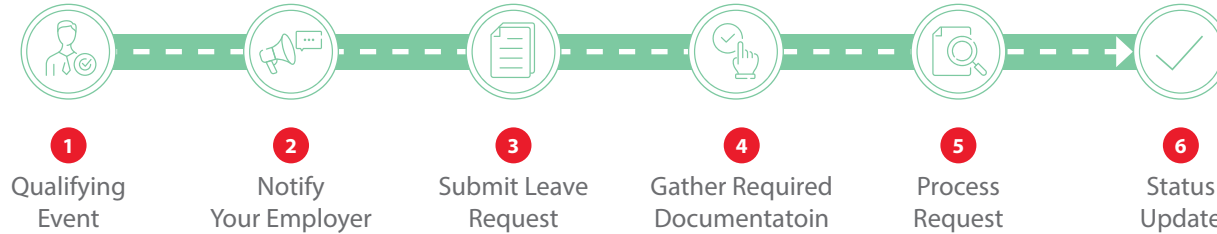


How to Request Leave



1 Qualifying Event

You may take up to 12 weeks of paid leave per benefit year for any combination of approved leave such as Medical, Family or Safe Leave.* Unpaid leave timeframes may vary. Find information about these qualifying leaves at americanfidelity.com/leave-or

2 Notify Your Employer

30-day Notice: If you plan to use paid leave for a qualifying event, you must give your employer at least 30 calendar days' notice.

24-hour Emergency Notice: In an emergency, you must inform your employer within 24 hours and submit a written notice within three days after starting the leave.

3 Submit Leave Request

Your District will provide you a link to American Fidelity's request website.

4 Gather Required Documentation

You may be required to submit documentation. View the requested documents in your online account. You will be notified if any additional documents are required.

5 Process Request

The processing time may take up to 14 calendar days. You can check the status anytime through your online account.

We will also automatically check your eligibility for the following types of leave:

- Federal and Specified State
- Emergency Services
- Small Necessity
- Employer Sponsored

6 Status Update



You will receive communication about the status of your request and the next steps to take.



View FAQs and how-to videos at americanfidelity.com/leave-or



American Fidelity Assurance Company
800-662-1113 | americanfidelity.com

**An additional two weeks of paid leave may be available for complications related to pregnancy, childbirth or a related medical condition. OR PFML: Limitations and exclusions may apply. AFleave: Content provided for informational purposes only and should not be considered financial, legal or tax advice.*