Follow these three easy steps when filing an FMLA claim:

1

Call your supervisor to report your absence and follow MPS call-in procedures.

2

Call Sedgwick, toll-free, at 1-844-263-3120

Failure to contact Sedgwick may result in a delay or denial of your claim.

3

Complete and return information provided to you as soon as possible.

All FMLA forms will be provided by Sedgwick and shall be returned, when completed to Sedgwick.

sedgwick

Sedgwick
5555 Glendon Court
Dublin, Ohio 43016
P.O. Box 182808
Columbus, Ohio 43218-2808
1-844-263-3120
Fax 1-888-436-9535

EMPLOYEE PORTAL
Please visit us at
https://timeoff.yorkrisk.com
To create your secure account or call our customer service team at
1-844-263-3120

MPS MILWAUKEE PUBLIC SCHOOLS

Employee's Guide to Reporting a Family Medical Leave Act (FMLA) Claim

Administered by

sedgwick

1-844-263-3120

Your FMLA Benefits

As an employee, you may be entitled to a medical leave of absence under the Family Medical Leave Act (FMLA).

Your eligibility for FMLA leave is based upon certain guidelines and medical documentation. FMLA leave provides job protection should the need for you to take a leave of absence arise.

Employees are required to notify their employer of the need for FMLA leave due to:

- *Your own serious health condition* that prevents you from being able to perform your job.
- Your spouse, child, or parent's serious health condition preventing you from being able to perform your job.
- The birth or adoption of your child.
- Care of a spouse, child, parent or next of kin with a serious injury or illness incurred or exacerbated within 5 years of active duty in the Armed Forces.
- *Qualifying exigency arising out of* the fact that a spouse, child, or parent is on active duty in the Armed Forces or is deployed to a foreign country.

If the need for medical leave is foreseeable (for example, if you know you'll miss work due to scheduled surgery), please notify Sedgwick 30 days in advance.

If the need is unforeseeable please notify Sedgwick within two (2) days of the date you become aware of the need for leave.

Who Qualifies for Federal FMLA?

- Employees who have been employed with **Milwaukee Public Schools** for 12 months or more AND
- Have worked 1,250 hours preceding the date of requested leave AND
- Have available FMLA hours AND
- Have a Qualifying condition/reason certified by a health care provider.
- For Wisconsin FMLA leave, an *employee must have completed* more than 52 weeks of consecutive service for MPS and have worked for MPS for at least 1,000 hours.

What if I am not sure if I have a qualifying condition?

If you are not certain your situation would qualify, here are some general *guidelines on when you should contact* Sedgwick regarding FMLA:

- Having an absence of more than 3 days for medical reasons and/or *family care/*
- Continued absences for the same reason and/or condition.
- Continued absences for a qualifying family member.
- Multiple doctor visits and/or treatment.

Reporting Your Absence

If you become disabled from work or if there is a need for family leave, filing a claim for Family Medical Leave (FML) is as simple as one toll-free phone call, 24 hours per day, 7 days a week to:

1-844-263-3120

Sedgwick's intake specialists will ask you questions such as:

- What is your illness or injury?
- How long do you expect to be off work?
- What is the name of your doctor?

You will be asked to sign and date the authorization to release medical information for your claim and give it to your healthcare professional.

You will receive a packet of information you will need to *complete and return to Sedgwick.*

Your leave will not be approved until the information is received. Returning the information as quickly as possible will expedite your claim.

The Claim Process

Once your claim is reported, Sedgwick will follow up with your Human Resources department to ensure timely and adequate processing.

A Sedgwick claim representative will maintain contact with you while on medical leave and assist you throughout the process.

A Nurse Case Manager may also contact you to assist in your return to work. *You can expect your claim* will be handled professional and confidentially.