

# Reporting your Disability Claim/Leave of Absence

Under the Family Medical Leave Act (FMLA)

FMLA administration by Liberty Mutual. They are available 24/7 to assist you.

## When to report a leave?

You may report a claim up to 30-days in advance for a planned disability or as soon as you are aware you will be out of work more than 7 (seven) calendar days

## How to report a leave of absence?

- Notify your supervisor in advance of an absence when foreseeable
- Contact Liberty Mutual at **1-888-408-7300** to apply

OR

Report your claim/leave via **[www.mylibertyconnection.com](http://www.mylibertyconnection.com)**.

(First time users must register using Company Code STEINMART)

- Return requested documentation to Liberty Mutual in a timely manner
- Maintain communication with your supervisor until FMLA is approved and communicate possible return to work date

## What is FMLA?

The Family Medical Leave Act provides up to 12 weeks of unpaid, job/benefits protected leave to "eligible" employees. Unpaid and job/benefits protected leave must be granted for, but not limited to, any of the following reasons:

- 1) Birth or adoption of a child;
- 2) A serious health condition that makes the associate unable to perform the essential functions of his/her job
- 3) A serious health condition affecting a spouse, child, or parent for which the associate is needed to provide care.
- 4) Military Family Leave for qualifying exigency or Military Caregiver Leave

To be eligible for FMLA rights you must have been employed for at least 12 months and have worked at least 1,250 hours in the previous 12 months.

Refer to SOP: 03-20-251 for more information.

By signing below, I acknowledge I have been informed of my rights under FMLA and I understand I must contact Liberty Mutual to apply for FMLA.

\_\_\_\_\_  
Associate Signature

\_\_\_\_\_  
Date

\*\*\* Manager – Give original to associate and keep copy in a separate employee file \*\*\*