



Re: Family Medical Leave of Absence

Dear Alverno Labs Employee:

Please read the following information on how to apply for Family and Medical Leave.

Please complete the *Request for Leave* form and have your physician, or the physician for whom you are caring complete the appropriate *Certification of Health Care Provider* form and return all forms to the Human Resources department. Eligibility can not be determined until the certification is received. If you'd like to fax the forms, the HR confidential fax number is 219-989-3907. You may be required to submit the original forms.

FMLA forms are to be submitted 30 days in advance when the leave is foreseeable (ex: pregnancy, surgery, etc). When a leave is unforeseeable, you have 15 calendar days by law from the time you receive these forms to return them Human Resources to determine your eligibility for leave. It is expected that you notify human resources of the need for an unforeseeable leave within one to two working days of learning of the need for leave. If you do not return the requested forms, absences may count against you per the Attendance and Tardiness Policy. Also, your position may not be protected under the Family Medical Leave Act.

If leave is needed for your own health condition and you will be off without pay, you must remit insurance premium payments to Alverno Labs on a bi-weekly or monthly basis within the month the premium is due (send your check or money order payable to Alverno Clinical Laboratories, to my attention in Human Resources). If you do not remit premiums timely, your insurance is in jeopardy of being canceled.

If you are taking a maternity/paternity leave and would like to add your newborn child to your health insurance you must do so within 30 days of the date of birth. If you exceed the 30 days the next chance to enroll your child will be during open enrollment. Please contact the Human Resources department for more information on adding your newborn.

Should you have any questions, please call Human Resources at (800) 937-5521 option #4.

Thank you.