



### **Allegheny County FMLA/Leave of Absence Program – Summary of New Process**

Beginning **September 1, 2014**, Allegheny County is pleased to partner with UPMC WorkPartners in the provision of leave management services to County employees. Leaves that will now be managed by WorkPartners include:

Family and Medical Leave (FMLA)  
Personal Leave  
Medical Leave  
Military Leave

If you currently have an existing, approved leave under one or more of the above categories, your leave is being transitioned to WorkPartners, and you now have a Leave Specialist who will assist you throughout the duration of your leave. You will receive a letter at your home address advising you of new procedures in regard to your leave. If you wish, you may contact WorkPartners at 1-855-396-8762 at your convenience to discuss your current leave situation. WorkPartners staff will be happy to answer any questions or concerns you may have about your leave.

If you do not currently have an approved leave, but have the need to request one at any time after September 1, 2014 for one or more of the following reasons, **you must contact UPMC WorkPartners at 1-855-396-8762:**

- The birth of a child, or placement of a child with you for adoption or foster care;
- Your own serious health condition;
- Because you are needed to care for your spouse, child or parent due to his/her serious health condition;
- Because of a qualifying exigency arising out of the fact that your spouse, son or daughter or parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
- To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember (military caregiver leave);
- Personal leave for other non-FMLA qualifying reasons
- Military leave

**To file a leave request for one or more of the reasons listed above, call 1-855-396-8762.** Be prepared to confirm the following information during your initial call:

- Name
- Address
- Date of Birth
- Start date and expected end date of the leave
- Reason for the leave

Upon verification of your eligibility for the requested leave, UPMC WorkPartners will mail or email you, based on your preference, a packet of required forms. If the leave is for your or a covered family member's serious health condition, a Medical Certification form must be completed by the patient's health care provider to verify the medical need for the leave. The Medical Certification form must be returned to WorkPartners by the due date specified on the form in order for a determination to be made on the approval of the leave.

If you have any questions about the leave process, or your current or anticipated leave, you may contact:

- UPMC WorkPartners at 1-855-396-8762
- Your department manager or HR Liaison
- The County Human Resources Department at 412-350-6830