

Website Guide

Convenient Access to Online Tools and Resources

The website offers around-the-clock access to leave-tracking and other frequently requested information. It provides tools and information designed to help employees with submitting, tracking and managing leaves in a convenient and easy-to-navigate format.

Features:

- Open a new leave request
- Check eligibility for leave
- View medical certifications and copies of all letters and related attachments
- Track intermittent leave time and usage
- Email FMLA Source directly
- Find answers to frequently asked questions about FMLA regulations

Manage active/open leave:

- Check status of leave
- Request an extension to approved leave
- Confirm return to work date
- Confirm delivery or placement details
- Update health care provider information

Get Started:

Register as a first-time user on

- Go to www.fmlasource.com
- Click "Register"(see pictures below)
- Enter your Rocket Number (R000XXXXX) and Home ZIP code
- Select yourself a username (must be 6 characters and no spaces, e.g., joesmith) and password
- Answer the other questions as accurately as possible
- You will be able to submit a leave request after you register



Registration - Step 1 of 3

Employee Number

Postal Code
Work, Home or Alternate postal (ZIP) code

LOG IN

User Name

Password

Register ←

[I forgot my username](#)

[I forgot my password](#)

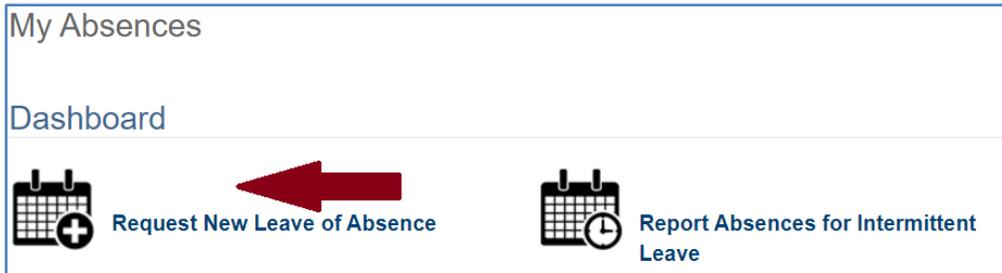
[Español](#)

ComPsych®
Learn more about how FMLA administration can be integrated with EAP, Work-Life and wellness to manage time off and improve employee productivity.

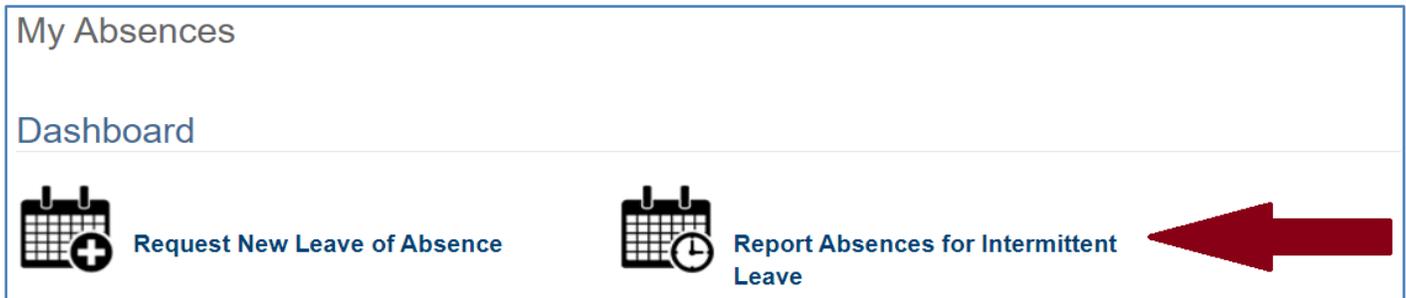
Requesting a New Family/Medical Leave of Absence

Requesting a new leave can be done via phone or online.

- Online you will need to click on “Request New Leave of Absence”.
- The website will prompt a series of questions to complete the leave request.



Tracking Intermittent Time



- Once logged in, click on “Report Absences for Intermittent Leave”
- Select the Leave Request # / Description for the absence
- Indicate if call off for a Treatment or Episode of Incapacity
- Enter the date of FMLA intermittent absence
- Enter the number of hours / minutes
- Click Submit
- Please remember to report sick time to payroll (API, TimeClock and Leave Report) and follow departmental call off procedures

Report Time

Leave Request # - Description	<input type="text" value="Please select"/>
Absence Reason	<input type="text" value="Please select"/>
	Treatment ? Episode ?
Leave Date	<input type="text" value="mm/dd/yyyy"/>
Hours	<input type="text" value="0"/>
Minutes	<input type="text" value="0"/>
<input checked="" type="checkbox"/> I confirm that these (more...) ?	
<input type="button" value="Submit"/>	

