



## Family Medical Leave Act (FMLA) / Disability Forms - Frequently Asked Questions

### Alliance Process and Policy

- Forms must be brought to and picked up from the East Lansing office. There is a \$10 charge *per form due at the time of drop-off*.
- Forms received via fax or mail WILL be delayed due to the need for payment.
- The form is typically completed within 7-10 business days from the date of **payment**.
- If you would like your completed forms faxed, you will need to provide the fax number at drop-off.
- Please ensure that you have only completed the “patient” portion of your form. We are unable to submit forms in which the “physician/provider” portions have been completed (even in part) by someone other than an Alliance Ob-Gyn staff member.
- Forms are completed for medically indicated time off work ONLY. Any additional time that you are eligible for under FMLA must be coordinated by you and your employer.

### Child Birth FMLA Fact Sheet

The Family Medical Leave Act (FMLA) may protect your job before and after you have a child. Please check with your employer to determine if you are FMLA eligible and for information regarding their leave policies. While we do our best to make sure obtaining your certification for a leave of absence from your employment is seamless and as easy as possible for you, it is important to note that Alliance will only certify your need for **medically necessary** time off. Generally, this may include time for appointments, and then 6 weeks after delivery for a vaginal delivery and 8 weeks for a cesarean. When you or your employer receives your FMLA certification from Alliance, it will only say 6-8 weeks as this is what is medically necessary.

FMLA does entitle eligible employees up to 12 weeks of leave, but anything after the 6-8 weeks of medically necessary time is considered “bonding time” and is not medically necessary. If you have more questions about FMLA or your eligibility please contact your employer or visit the Department of Labor’s website <https://www.dol.gov/whd/fmla/>

Please note that it is important that any forms needing to be completed are given to the Alliance ObGyn office staff as soon as any medical leave is planned.

### Surgery FMLA Fact Sheet

The Family Medical Leave Act (FMLA) may protect your job while you have and recover from a surgery or procedure. Please check with your employer to determine if you are FMLA eligible and for information regarding their leave policies.

While we do our best to make sure obtaining your certification for a leave of absence from your employment is seamless and as easy as possible for you, it is important to note that Alliance will only certify your need for **medically necessary** time off. Any time over and above what your physician deems to be medically necessary will not be certified by Alliance. Please note that it is important that any forms needing to be completed are given to the Alliance ObGyn office staff as soon as any medical leave is planned.