

SOUTH VALLEY WOMEN'S HEALTH CARE OFFICE POLICY on FAMILY MEDICAL LEAVE ACT (FMLA) FORMS

The Family Medical Leave Act requires your employer to allow you to take time off work for health or medical reasons, without pay. To qualify for this benefit your employer will require you to complete an FMLA form, have your physician sign it, and then return the form to them.

As more people take advantage of this time-off option, our office is being flooded with FMLA forms. Our nurses are now spending hundreds of hours each month processing FMLA forms. This has made it necessary for us to change how we handle FMLA forms.

- * First, we are happy to assist you in completing the form - at no charge for the first time.
- * You will need to fill out the form as completely as possible, including all dates and the nature of any problems you are having (including all personal information, such as your name, etc.).
- * If you prefer to leave the form blank, we will be happy to fill it out for you at a charge of \$25.00.
- * After helping you the first time for free, there will be a charge of \$25.00 for each additional time we assist you in completing a form.
- * All fees must be paid at the time you submit the form to us. We will not bill any insurance companies or employers for this service. However, you may be able to get reimbursed for the payment you make to us.

In order to keep your expenses to a minimum, we suggest you take the time to fill your FMLA form out completely, before submitting it to us. We also suggest that you limit the number of times you submit a new form for us to sign.

Thank you for your patience with us as we endeavor to work efficiently for you.