

## FAMLI One Sheet - Employees



### Kinds of Leave:

- Medical Leave (To care for yourself for your own serious health condition.)
- Pregnancy Leave (To care for yourself upon experiencing a pregnancy-related health condition.)
- Parental (Bonding) Leave (To care for a new child, including adopted and fostered children.)
- Safe Leave (Domestic Violence) (To address the immediate safety needs and impact of domestic violence and/or sexual assault.)
- Military Family Members (Exigency) Leave (To make arrangements for a family member's military deployment.)

### What Employees Will Need:

- Vital info like SS#, DOB, etc. Maybe a state issued ID.
- EIN - if system does not auto-populate
- Work schedule for the past 4 weeks
- Pay rate
- Can apply for leave early (up to 30 days early), but must complete the process on the 1st day of their leave.
- Can apply for leave more than 30 days after the leave was taken, but they must provide a reason for the delay.
- If they apply for leave to take care of a family member who has a serious health condition they will need their personal identification information.
- Physicians will be notified and will confirm in the process.
- Their banking info (routing and account number) to get direct deposit for the payments. There is a debit card option
- Can edit their leave request and ask for an appeal if their claim is denied

### Links:

[File a Claim](#)

[Benefits Estimator](#)

[How to Video](#)

[Application Checklist](#)