

FMLA CHECKLIST FOR EMPLOYEES

This checklist is for informational purposes only and may not reflect all employee responsibilities under the FMLA. This is also for employee use only and should not be sent to GW Benefits.

Prior to the beginning of your FMLA leave:

- Contact Liberty Mutual, GW's leave administrator, at 1-800-213-5609 or online at mylibertyconnection.com 30 calendar days prior to a foreseeable leave or within 48 hours of going out on unforeseeable leave. Liberty Mutual will send all required application materials to you after you complete the intake process. In addition, notify your HR representative and supervisor of your FMLA leave request.
- Complete the applicable required documentation and return all documentation to Liberty Mutual by the deadline in your leave/disability packet sent by Liberty Mutual after you completed intake and any subsequent documentation Liberty Mutual sends you.

While out on FMLA leave:

- If you wish to cancel your benefits coverage while out on unpaid leave, please make those changes via the [EasyEnroll system](#) within 30 calendar days of the start of your FMLA leave. (If you will remain in paid status during FMLA leave, benefits cannot be cancelled.)
- If you wish to continue your benefits coverage during your unpaid leave, remit payments for your portion of benefits premiums as directed by GW Benefits.
- Notify your supervisor and GW Benefits if you are electing to use annual, sick or other paid time off while on FMLA leave to ensure accurate payroll processing.
- Notify your HR representative and GW Benefits regularly of your intent to return to work.
- Continue to follow normal departmental call in procedures when you need to take an intermittent absence under the FMLA. You must also contact at 1-800-213-5609 or online at mylibertyconnection.com to report the absence **within 7 days** or the absence may not be job protected.

Returning from FMLA leave:

- Notify GW Benefits, your HR representative and supervisor of your intent to return to work at least two calendar days prior to your FMLA end date.
- Submit a return to work authorization to GW Benefits (not your department) verifying your ability to return to work, if you were out on leave for your own serious health condition.
- If any of your benefits were canceled or unable to be continued during your leave of absence, you can re-enroll in those benefits within 30 calendar days of your return to work through the [EasyEnroll system](#). Please use "Leave of Absence, Returning from FMLA or Military Leave" as your Qualified Life Event. If no re-election is made, your next opportunity to enroll will be during open enrollment or within 30 calendar days of a Qualified Life Event (QLE). Please note that your benefits will not be automatically reinstated. You must re-elect your benefits upon your return from leave if you wish to have coverage.

Please contact GW Benefits with any questions you may have about the FMLA at 571-553-8382 or benefits@gwu.edu.