

# How to request Family Medical Leave.



## 1 BEFORE YOU REQUEST LEAVE

1. Notify your employer on, or before, your first day out of work due to an illness or injury (yours or a family member's) and how long you plan to be out.
2. Have the following on hand:
  - Your Social Security number, birth date, home address, phone number and email address
  - Reason for leave or expected due date (if pregnant)
  - If leave is for your medical condition, dates and contact information for any health care providers or hospital/clinic visits.

## 2 FILE YOUR LEAVE REQUEST

Choose **one** of the following:

**ONLINE\*** at [myNYLGBS.com](https://myNYLGBS.com)  
(Print your confirmation page)

**BY PHONE** at (888) 842-4462 or (866) 562-8421 (español), 7:00 am – 7:00 pm CST and a representative will help you.

## 3 INFORMATION & CERTIFICATION

Group Benefit Solutions will send you FML, state, and/or company leave information, your Family and Medical Leave Act (FMLA) rights, and an FMLA certification form for your health care provider to fill out and return to NYL GBS within **15** calendar days.

## 4 LEAVE STATUS

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## 5 ADDITIONAL RESOURCES

Chat live with a Group Benefit Solutions representative.

[Click here](#) for answers to frequently asked FML questions.



If you haven't visited [myNYLGBS.com](https://myNYLGBS.com), register today to easily file your leave request and manage all your claims in one place.



If you're on continuous leave, keep your employer informed of your return-to-work plans. This is especially important if you need workplace accommodations, as some take time to put in place.

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