

EMPLOYEE'S ACTIONS CHECKLIST

Family Medical Leave Act (FMLA)

Prior to the Leave (or as soon as possible after)	Date Completed
Inform your manager that you need a leave of absence.	
Contact Sedgwick to request a leave by calling 1-866-697-8122.	
Complete and return any required information to Sedgwick by given deadlines.	
Give the Medical Certification of Health Care Provider form to your health care provider. Tell your provider to fill out the form, sign it, and send it to Sedgwick. Important – Follow up with Sedgwick to make sure your provider has sent in the completed form. Work with the health care professional and Sedgwick if there are any delays. Note: If you are requesting leave for baby bonding (when you are not the one giving birth), adoption or placement of a foster child, this form is not needed.	
If your request is for continuous leave (rather than intermittent), send Sedgwick your Election to Use Time-Off Balances form, or make your election online, using the instructions on the form.	
If your leave is intermittent for planned medical appointments, talk to your manager and schedule the treatments around business needs.	
Read the Global Self Service Time and Attendance Instructions for Leaves to see if you, or your manager, need to make any Time and Attendance entries.	

During the Leave	Date Completed
Maintain contact with your manager and Sedgwick during your leave.	
If Sedgwick requests any additional information from you, return it by the deadline.	
Contact Sedgwick if you have any Payroll issues or questions.	
Contact Sedgwick right away if your leave status changes, for example, if your return-to-work date changes, or if you can work partial hours.	
Read the Global Self Service Time and Attendance Instructions for leaves to see if you or your manager need to make any Time and Attendance entries.	

[Second or Third Opinions – Not Applicable for All FMLA Leaves]	Date Completed
Respond right away to any requests from Sedgwick or other organizations representing UnitedHealth Group.	
If your leave is denied, contact HRdirect at 1-800-561-0861 or your supervisor to discuss your employment status.	

After the Leave	Date Completed
Contact your manager at least one week before your return-to-work date to discuss your return.	
Employees are able to report their planned return to work date to Sedgwick up to five (5) business days in advance.	
Read the Global Self Service Time and Attendance Instructions to see if you or your manager need to make any Time and Attendance entries.	