



## Reporting a Family Medical Leave Claim:

1. Call your supervisor to report your absence. Failure to contact your supervisor may result in a policy violation.
2. Call CareWorks USA, toll-free, at 1-888-436-9530. Failure to contact CareWorks USA may result in a delay or denial of your claim.
3. Complete and return information provided to you as soon as possible.

CareWorksUSA