

# Report Your Leave-Related Absences Online



**FAST > EASY > ACCURATE > AVAILABLE 24/7**

Managing intermittent leave is faster and easier than ever! Now you can report FMLA intermittent absences such as doctor appointments online 24 hours a day, 7 days a week. A scheduled absence can be reported with FMLASource® in advance, or on the day it occurs. In addition, you must continue to follow your normal call off procedures with your manager.

### **Reporting Absences is Easy**

Just log in to our Web site and click on Check Status. Choose the leave you want to report and select Report Time. Enter the date and time of your planned absence and click the Confirm button. That's all there is to it!

### **Your Source for Information**

Call or go online for expert answers to your questions about leaves of absence.

**Call:** TDD: 800.697.0353  
**Fax:** Online: [fmlasource.com](http://fmlasource.com)