

Introducing Your New FMLA Administrators

Final Version 7.22.20

WHAT'S NEW...

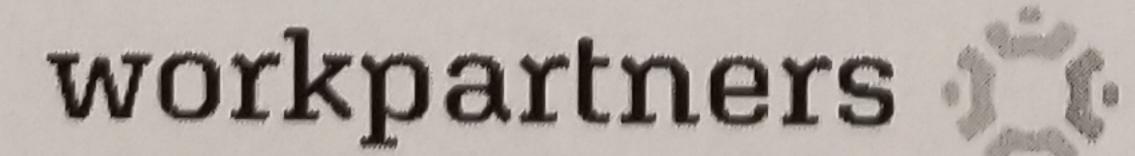
Effective August 9, 2020 WorkPartners will serve as FMLA Administrators on behalf of the Department of Buses/MTABUS. This will be implemented in your location for all Hourly and Supervisory employees.

WHAT DOES THIS MEAN...

Starting August 9th:

- All open FMLA applications will be transitioned to WorkPartners.
- If you have any FMLA leave-related questions, you must call WorkPartners.
- > To request new FMLA leave, you must call WorkPartners.
- For WorkPartners to make a determination on your new application, you must submit a fully completed the application, including the Frequency and Duration section of the Health Care Provider form.
- > To report time off for an open intermittent leave, you must call WorkPartners, not your work location. For continuous multiple day or further notice FMLA absences, you call WorkPartners only once for the duration of that absence.
- > To clear from an FMLA absence you follow the current clear procedures. You do not call WorkPartners.
- > You will need to know your BSC ID number when you call WorkPartners. It is recommended you write it on the WorkPartners contact information wallet cards that will be distributed with this announcement.
- WorkPartners' Customer Service Center can be reached 24/7/365 at 833-281-5602 (Toll Free).

PO Box 2840, Pittsburgh, PA 15230 Toll Free : 1-833-281-5602 Email: NYCTAfmla@Workpartners.com





TO REQUEST A NEW FMLA

LEAVE OR TO REPORT TIME OFF

FOR AN OPEN INTERMITTENT LEAVE,

YOU MUST:

CALL WORK PARTNERS TOLL-FREE AT 1-833-281-5602

CUSTOMER SERVICE IS AVAILABLE 24/7
TOLL-FREE 1-833-281-5602 / EMAIL:
NYCTAFMLA@WORKPARTNERS.COM
PO BOX 2840 / PITTSBURGH PA 15230

QUALIFYING FMLA REASONS INCLUDE:

- BIRTH, ADOPTION, OR PLACEMENT OF A FOSTER CHILD.
- CARE FOR YOUR SPOUSE, CHILD, OR PARENT WITH A SERIOUS HEALTH CONDITION.
- YOUR OWN SERIOUS HEALTH CONDITION.
- MILITARY CAREGIVER STATUS.