



How to initiate a **new FMLA claim** to CareWorks Absence Management

New FMLA Claim Initiation through voicemail- **Call CareWorks at 1-888-436-9530**

- It is very important that you include all of the below information in your voicemail
 - i. Full Name (First and Last Name)
 - ii. Employer Name: Palm Tran
 - iii. Date of Birth
 - iv. Work Schedule
 1. Days of week and Hours each day
 - v. Leave Reason
 1. Own Serious Health Condition
 2. Care of a Family Member
 3. Military Exigency/Military Care Giver
 4. Birth of Child/Bonding
 - vi. Type of Leave
 1. Intermittent (hours or days taken in separate blocks of time due to a single qualifying reason)
 2. Continuous (a block of days taken consecutively)
 - vii. Dates of Leave
 - viii. Is this absence work related?
 - ix. Mailing Address/ Email Address to receive paperwork

New FMLA Claim Initiation through email to myfmla@careworksabsence.com

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