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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