PROCESS TO FILE FOR FMLA

* Go to [www.Teamsterssfo.com](http://www.Teamsterssfo.com) or [www.flyingtogether.ual.com](http://www.flyingtogether.ual.com) and print a copy of required FMLA forms
* Call 1-877-825-3729 (UAL Employee Service Center), say or enter your file number, you will then be asked to say or enter the last 4 numbers of your social security number.
* When prompted press 1 for FMLA.
* When prompted press 1 for certification
* When the administration person answers the phone, request an FMLA case number. Put this number in the space provided on the FMLA form
* Fill in Employee information, including your file number and take FMLA paperwork to the Physician to complete. **Item G on the UAL form requires** **the qualifying condition (not diagnosis)** such as Surgery, Hospital care, Absence and treatment, Permanent Long term condition or a Serious / Chronic condition (good idea to have IBT MAP Coordinator look it over)
* Contact IBT-MAP Coordinator : Steve Loone or Steve Crummey

 650-745-5864 650-745-5867

 650-634-6619 650-634-3006

* Fax the FMLA paperwork to 1-847-700-3084 (FMLA Dept.) and keep a transmittal receipt. There is a fax in the union committee room for your convenience, if your medical group did not fax it.
* Call 1-877-825-3729 in two days to verify receipt of FMLA paperwork. Using the process press 1 for FMLA and then press 1 for receipt of paperwork. 1. Approved – Need to do nothing more. Keep this approval for your records.

2. Denied or Insufficient/Incomplete – Send needed documents - Contact one of the above EAP Reps. for guidance.

Notes: Keep a log book of who you talked with and copies of all exceptions, medical notes and paperwork concerning the FMLA process.