

Use this copy as a template for an FMLA contact sheet. The contact sheet should be provided upon the completion of an FMLA Implementation. Replace the **highlighted text** with the information provided in the company workbook.

## FMLA Policy and Procedure – **Company Name**



**Company Name** uses BBP Admin to assist in the administration of our leave of absence policies. You should still reach out to your HR Representative to start the process using the contact info below:

**Specified HR Contact Phone and E-mail**

They will then send the information to your Case Manager at BBP Admin. If they are unavailable or you have an active case, please reach out to BBP Admin.

**If you have an FMLA related inquiry, including the submission of forms or documentation, the quickest way to receive assistance is to contact your FMLA Administrator, BBP Admin. Your options are:**

- **submit an online request at [support@bbpadmin.com](mailto:support@bbpadmin.com)**
- **call your FMLA Case Manager: Joe Amato at 630.775.8533**

Your case manager will log all applicable information in your dedicated leave portal. You will always be able to log in, call, or e-mail to update your case.

### **Additional Information about FMLA:**

The [Family and Medical Leave Act of 1993 \(FMLA\)](#) is a United States federal law requiring larger employers to provide employees job-protected unpaid leave due to a serious health condition that makes the employee unable to perform his or her job, to care for a sick family member, or to care for a new child (including by birth, adoption or foster care). The FMLA is administered by the Wage and Hour Division of the Employment Standards Administration of the US Department of Labor.

- **An overview of FMLA:** A full copy of your company policy can be found here: [hyperlink to company handbook](#) with highlights below
- **List applicable policies highlighted in company handbook that pertain to FMLA or other leave policies**
- **How to apply for FMLA:** Please contact [Specified HR Contact](#) to start your case and if they are unavailable reach out to BBP Admin. You will be sent forms to complete after we check to make sure you have leave available.
- **COVID Related Leave:** Supplemental Forms are required when requesting any COVID related leave. Please fill out the [COVID Supplemental Form](#) in addition to any other FMLA forms and return to your Administrator at [Support@bbpadmin.com](mailto:Support@bbpadmin.com)

### **Additional Helpful Links:**

[COVID-19 FMLA Special Requirements](#)

[FMLA – FAQ](#)