



## FMLA Notice Requirement

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To: Employee filing for FMLA  
From: Human Resources  
Subject : Filing requirement for FMLA

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Employees on or requesting continuous or intermittent leave of absence under FMLA and/or state leave of absence rules have a defined time period to report any absence(s) to Prudential. The notice requirement is:

- To Report a New Leave of Absence: 3 business days
- To Report Intermittent Absences: 3 business days

If you do not report the leave of absence within the requirement notice period, you risk having your FMLA claim denied by Prudential. If extenuating circumstances exist that do not allow you to meet this notice requirement, you must report these to your local HR Business Partner as soon as possible, and the circumstances will be evaluated on a case-by-case basis. If you have any questions, contact Your HR Business Partner. Failing to report your leave in a timely manner

Sincerely, Total Rewards