

# YOUR *HEALTH* IS **IMPORTANT**

## Possible reasons for you to request FMLA Leave:

- Your healthcare provider has determined that you are unable to work due to illness, injury, or pregnancy.
- You will be out of work due to a planned procedure or surgery.
- You need to care for a family member who has a serious health condition.
- You need to care for a child due to birth, adoption, or foster care placement.
- You need to care for your spouse, child, or parent undergoing medical treatment, is in outpatient status, or is on the temporary disability retired list for an injury incurred while on active duty in the Armed Forces.
- Your spouse, son, daughter, or parent is on covered active duty in the armed forces.
- You need another type of leave covered by state leave laws.

## How to Request and Track your FMLA Leave:



### Step 1

- Notify your HR department of your potential need for leave



### Step 2

- File a Family and Medical Leave Act (FMLA) claim.
- Go to <https://portal.unum.com>.
- Returning users log in with their user ID and password.
- First-time users will need to register for a new account.



### Step 3

- Review status and view documents.
- Update key dates and information.
- Report intermittent absence times.
- Plan for your return-to-work.



### Need help?

Support is built right into the [portal](#):

- **Live Chat:** connect with a leave expert that can provide fast, and easy on-screen guidance.
- **Schedule a Callback:** select a date/time that works for your schedule, and we'll call you.
- Leave specialists are available 8 a.m. to 8 p.m. EST, Monday–Friday.



ACCESS THE PORTAL

**Contact Us** ➔



866-868-6737



<https://portal.unum.com>

