



**Family & Medical Leave Act Policy Administration
Faculty & Staff Parental Leave Policy Administration
Frequently Asked Questions & Answers**

1. Who is FMLASource and why were they chose to administer the SLU FMLA Leave, Staff Parental Leave and Faculty Parental Leave policies?

FMLASource is an organization that specializes in the management of FMLA. It is a division of ComPsych, who is our vendor partner for our Employee Assistance Program (EAP). FMLASource has been in business for 20 years and has over 3,200 client partners and over 3.7 million employees covered.

We have recognized that you might need answers to questions at times other than normal business hours, Monday through Friday, when the Human Resources staff are available. We sought out a partner that can provide more resources and more accessibility for you when you need it. They provide a:

- Toll-free phone number
- Website
- Mobile app
- 24-hour interactive voice response telephone system

We believe the enhanced services FMLASource provides will make it easier and more convenient for you to use your FMLA benefit.

2. When does FMLASource take over the administration of these leave policies?

They assume responsibility on August 1, 2019.

3. What if I apply for FMLA or Parental leave between now and August 1, 2019?

Your leave request will be handled by the Human Resources staff who will decide your eligibility for leave. If your leave is approved and the completion date of your leave is after August 1, 2019, you will receive communication from FMLASource in late June letting you know they are taking over the administration of your leave. The change in administration will have no impact on your leave benefit.

4. I'm currently on an approved FMLA Leave. Will this change impact my leave benefit?

No. The change in administration will have no impact on your leave benefit.

If you are currently on an approved FMLA leave, your leave will continue as it was approved. If your leave is approved and the completion date of your leave is after August 1, 2019, you will receive communication from FMLASource in late June letting you know they are taking over the administration of your leave.



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5. I'm currently on approved Parental leave. Will this change impact my leave benefit?

No. The change in administration will have no impact on your leave benefit.

If you are currently on an approved Parental leave, your leave will continue as it was approved.

If your leave is approved and the completion date of your leave is after August 1, 2019, you will receive communication from [FMLASource](#) in late June letting you know they are taking over the administration of your leave.

6. I have a condition that I believe will qualify for FMLA. Who do I call with questions?

If you have questions or need to apply for FMLA any time before August 1, 2019, contact Human Resources at fmla@slu.edu. If your questions or need to apply for FMLA comes after Aug. 1, you will contact [FMLASource](#), call **877.GO2.FMLA (462.3652)** or log on to www.fmlasource.com.