

## TO REQUEST A NEW FMLA LEAVE OR TO REPORT TIME OFF FOR AN OPEN INTERMITTENT LEAVE, YOU MUST:

1. Follow the normal call-off procedures established by your organization.
2. Call Workpartners® at **1-833-325-7004**.

**Important: You must call for each day you are absent for an intermittent leave.**

**CUSTOMER SERVICE IS AVAILABLE 24/7.**



**Send paperwork to Workpartners.**

**Fax:** 1-844-531-4854

**Email:**

LIRRFMLA@workpartners.com

**Address:** PO Box 2840

Pittsburgh, PA 15230

**Qualifying FMLA  
reasons include:**

- The birth, adoption, or placement of a foster child.
- Care for your spouse, child, or parent with a serious health condition.
- Your own serious health condition.
- Military caregiver status.
- Qualifying military exigency.

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