



NOTICE – UAW Hourly Represented Employees

Effective September 1, 2020, employees leaving work early for a qualifying reason under the Family and Medical Leave Act (FMLA) will be required to report their need to leave work early directly to the FCA Service Center (Sedgwick Claims Management Services) prior to leaving work.

Employees will be required to call Sedgwick directly at 1-888-322-4462 to report their need for a “Home Early” FMLA leave, answer any questions related to their FMLA leave, and obtain a confirmation number. A process for reporting the “Home Early” FMLA absence period is similar to reporting an FMLA Absence or Tardy prior to the start of a shift, but does not require calling the FCA Attendance Line.

Once a “Home Early” FMLA absence period is reported to Sedgwick, the Sedgwick Claims Specialist will assess whether the “Home Early” absence period qualifies for FMLA leave. If the “Home Early” absence period does not qualify for FMLA leave, the “Home Early” absence period will not be covered as FMLA leave, and any unauthorized “Home Early” or absence may be subject to the Progressive Discipline Guidelines as outlined in Section (39) Maintenance of Discipline of the National Agreement.

1. **“Home Early” Prior to the End of the Scheduled Shift:**

Employees **must** notify their supervisor of the need to leave work early and are required to call Sedgwick at 888-322-4462 to obtain a confirmation number **prior to leaving work unless the need to leave is an imminent emergency**. Employees may be subject to the Progressive Discipline Guidelines as outlined in Section (39) Maintenance of Discipline of the National Agreement if they do not obtain a confirmation number prior to leaving work and/or if their FMLA case is denied.

2. Reporting Requirements for **FMLA** Absences or Tardies at the Start of the Shift:

Step 1) Employees **must** follow the same mandatory FCA Call-In Policy by calling the Attendance Line at 800-810-2271 at least 30 minutes prior to the start of the shift to obtain a confirmation number.

Step 2) Employees shall remain on the line for the transfer to Sedgwick to complete the FMLA reporting process. The reporting process is validated by receipt of a Sedgwick confirmation number. If the call is dropped, employees **must** make a separate call to Sedgwick at 888-322-4462 to obtain a confirmation number in order to complete the absence or tardy reporting process. The call to Sedgwick **must** be made by the end of the designated workday.

Note – If the employee’s report time changes from their initial call-in, employees **must** repeat the Two-Step Process above at least 30 minutes prior to the new report time.

Contact your local Human Resources Office if you have any questions.