

POLICY AND PROCESS UPDATE

FMLA REQUEST

Family and Medical Leave Act

New Way to Submit Your FMLA Leave:

STEP 1

All FMLA requests must now be submitted directly through the New York Life Group Benefit Solutions website: myNYLGBS.com







STEP 2

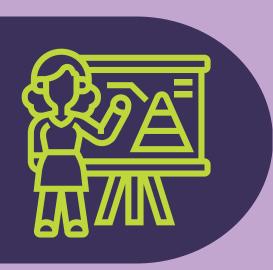
Let your supervisor know that you're requesting FMLA leave as soon as possible.

STEP 3

Register on the New York Life (NYL) website: myNYLGBS.com or call:

888-842-4462 or 866-562-8421 (Español) A representative will assist you.

✓ If you submit a claim, save or print a copy for your records.





STEP 4



Use the <u>NYL Reference Guide</u> to ensure your request is submitted correctly.

Need help? Contact the representative: 888-842-4462

STEP 5

NYL will review your claim and notify you of your eligibility determination.





POLICY

For full details, refer to the Leave of Absence Policy in the Employee Handbook or find it on the Buzz Employee Essentials > Employee Handbook.

Need help registering?

Contact technical assistance:

1 (800) 644-5567

Sign up for text notifications.

Fell your New York Life Group Benefit Solutions
(NYL GBS) claim manager or sign up online at
myNYLGBS.com after you've submitted your