



Leave of Absence Claim Submission Checklist

The following are step-by-step instructions on what you need to do to apply for a leave of absence.

STEP #1:

Contact HGI by either the HGI website or by phone:

- Website: www.hgi-global.com
- Phone: 504-681-6135 Monday – Friday, 8:00 a.m. – 5:00 p.m. CST

STEP #2:

Receive the Medical Certification Form from either your Leave Notification Packet sent by HGI FMLA CLAIMS or download from www.hgi-global.com

- The Medical Certification Form is time-sensitive material. Be certain to check for the certification due date on your initial request letter provided in your FMLA Notification Packet.

STEP #3:

Take the blank Medical Certification Form to either your or your family member's Health Care Provider.

- If your leave is not for medical reasons, please follow the instructions provided by HGI FMLA CLAIMS Specialist and/or your Leave Notification Packet.

STEP #4:

Ensure that HGI FMLA received the completed Medical Certification Form prior to the certification due date. It is your responsibility to ensure paperwork gets returned in a timely fashion. If there are delays completing your forms, be sure to contact HGI FMLA prior to your certification due date:

Return the completed Medical Certification Form to HGI FMLA CLAIMS:

- Fax: (504) 681-6135
- E-Mail: FMLA@hgi-global.com
- Address: 3201 General DeGaulle | Suite 207 | New Orleans, LA 70114

STEP #5:

Receive and review the Decision Letter from HGI FMLA CLAIMS. Please note that the decisions are based on the certification completed by the health care provider. Notify HGI FMLA CLAIMS if your leave was denied and you need clarification on next steps.

STEP #6:

If approved for the leave, you will be responsible for keeping track of your available entitlement:

- **Intermittent Frequency Leave:** Be sure to report each intermittent FMLA absence to HGI on the date of absence and follow your department's call-off procedures. All prescheduled appointments need to be tracked ahead of time with both HGI and your company. Failure to call off to both parties may be subject to disciplinary action.
- **Continuous Frequency Leave:** Pay close attention to the date range on your decision letter. Your position at your company is only protected during that date range. To keep your entitlement accurate and to ensure protection, please notify HGI if your leave is different than what was provided on the decision letter.