

How to File for a Medical Leave

This document is a step-by-step guide on how to apply for a medical leave. For Paid Maternity leaves, visit the [Paid Maternity Leave Webpage](#).

1. Keep your manager informed.

Let your manager know as soon as possible and keep them informed of your leave.

2. Notify Leaves.

Send an email to leaves@lanl.gov informing them of an upcoming leave to avoid delays. Your email needs to include: your name, Z number, disability start date, type of disability (maternity or medical), and the best email and phone number to reach you during your leave.

3. Get Informed.

Review the disability [fact sheet](#) and benefit [highlight sheet](#).

4. File for FMLA Job Protection.

If you are eligible, you **must** apply for FMLA. If you are incapacitated, your manager can invoke FMLA on your behalf.

Contact Occupational Health at 505-667-0660, option 5, or email request-fmla@lanl.gov to begin the process. **FMLA does not have a financial component** but rather works in the background providing you valuable job protection. [Additional FMLA Information](#)

IMPORTANT: Do not send your personal information to Occupational Health via email. The best way to ensure your information stays private is to fax the documentation to Occupational Health at 505-665-4944 or to mail it to:



Occupational Safety & Health Division—Occupational Health (OSH-OH)
P.O. Box 1663, MS D421, Los Alamos, NM 87545

NOTE: Even if you are not eligible for FMLA, you must still contact Occupational Health to document that your leave is for a medical reason.

5. Initiate your claim with MetLife.

If possible, initiate your claim 30 days before you commence your leave. Call 833-622-0139. Our customer number is 228241.

6. Authorize MetLife to obtain medical information from your doctor.

For psychiatric-related leaves, use [this form](#).

For all other medical leaves, use [this form](#).

This can be emailed to MetDisabilityONS@metlife.com, or sent via fax or mail by using the number and address on the form.

7. Optional: Give LANL leave coordinator permission to discuss your case with a loved one.

We take your medical privacy seriously and will only discuss your case with you. However, you can authorize the leave coordinator to discuss your case with someone else by completing the [Authorization for the Release of Personally Identifiable Information](#) (PII) form and sending it to leaves@lanl.gov.

Other helpful information:

1. Do you have a 401(k) loan with Fidelity? Call 800-835-5095.

To avoid defaulting on your 401(k) loan, you'll need to make arrangements with Fidelity to repay your loan directly while you are out. They may even be able to defer some payments for you.

2. Keep in touch with your LANL leave coordinator.

The leave coordinator will work with your timekeepers to ensure your time is entered accurately while you are out.

3. Make benefit premium payments timely.

While you are on a leave, you are responsible for continuing to pay premiums for the benefits you previously elected (i.e., medical, dental, vision, etc.). Failure to pay premiums will result in termination of your benefits. A benefit premium letter will be mailed to you.

4. Check in with Occupational Health before you return.

Occupational Health will provide you with the "Duty Disposition Letter". This must be provided to the leave coordinator to close out your case.

5. Check in with Clearance Processing upon your return.

When returning to work, contact Personnel Security (SEC-PS) by emailing clearance@lanl.gov to schedule an appointment with the Badge Office.

6. Partial disability benefits may be available.

If you can only work part time, you may still be eligible for a disability benefit through the [Stay At Work/Return To Work \(SAW/RTW\) Program](#).

Please contact the Leaves Team at the Benefits Office if you have any questions 505-664-MYHR (4-6947), option 3 or leaves@lanl.gov.