

“Thank you for calling FMLASource®. Please have your employee ID and claim number available before continuing as you will be required to enter these numbers. If these numbers are not available, your call will be answered by an FMLA representative during business hours.”

First List of Options

- Thank you for calling FMLASource.
- For English press 1, for Spanish press 2.

Second List of Options

- For inquiries or to report time on an existing leave request, press 1.
- By pressing 1, the employee will be able to enter and extract information on their leave using our automated phone system.
- For all other inquiries, press 2.

If you pressed 1, you will hear:

- To enter your leave request number, press 1.
- To enter your employee ID, press 2.
- Date(s) FMLA used
- Number of hours used
- Date return to work
- FMLASource voicemails are checked daily
- If you wish to speak to a representative, email fmlacenter@fmlasource.com
- To report issues with the FMLASource website press 3.
 - Connects with live rep, unless after hours, then the same information will be requested as option 2.
- To open a new leave request, press 4.
 - Connects with live specialist, unless after hours, then the same information will be requested as option 2.
- For a representative, press 0 (zero).
 - Connects with live rep, unless after hours, then the same information will be requested as option 2
- To return to the main menu, press 9.