

Your Notice of FMLA Responsibilities

You will have the following *responsibilities* while on FMLA leave:

- ***Submit the Certification of Healthcare Provider form.***

The form should be completed by your physician and returned to IDM no later than 15 days from the date you requested the leave of absence. The form can be faxed by your healthcare provider to the IDM department by:

- **Fax** to 682-236-7018

-or-

- **Email** to SWHRCINIDM@texashealth.org

If sufficient information is not provided in a timely manner, your leave may be denied. Please note: if you are out due to a work-related injury, a certification of healthcare provider form is not required.

- ***Pay your insurance premiums to maintain your benefits.***

During any pay period in which you do not receive a paycheck, you will receive a Benefits Billing Statement. **Note:** *Payments made to you via Workers Compensation and/or Short-Term disability benefits will come from the insurance company – NOT your employer or your paycheck.* Insurance premiums are due on payday Fridays, but no later than 30 days after the due date on the billing statement. Failure to pay your insurance premiums will mean that your benefits will be cancelled. You will be notified 15 days prior to cancellation of your benefits.

- ***Notify IDM of changes to your leave.***

If the circumstances of your leave change, you will need to contact the IDM department by:

- **Phone** at 682.236.7278

-or-

- **Email** at SWHRCINIDM@texashealth.org