

How Employees Can Request Leave

Your employees are now able to request leave under the Family and Medical Leave Act (FMLA), certain other designated leave laws, and Paid Family and Medical Leave Insurance (PFMLI). **The PFMLI plan is effective September 3,** but we are allowing employees to start submitting requests immediately. **Benefits will not be processed or paid until the effective date.** Average processing time for requests can take up to 14 calendar days.

Employees may request leave by:

1. Logging in to their online account at americanfidelity.com/login;
2. Clicking **Request Leave**; and
3. Following the on-screen prompts from there.

If your employees don't have an online account, they can create one at americanfidelity.com/register ►

Share with Your Employees

Additional resources to help your employees:

- Share the [How to File a Leave Request document](#) that features step-by-step instructions.
- The support site, americanfidelity.com/leave-or, provides FAQs and how-to videos, including requesting leave.

- Do you have an internal site for your employees? [Add this content](#) to your site to help explain their leave resources.

If you have questions, please contact your leave administration liaison.



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