

FMLA AND SHORT-TERM DISABILITY POLICY

WHAT IS FMLA AND SHORT TERM DISABILITY

The Family and Medical Leave Act (FMLA) is a federal law allowing eligible employees to take unpaid, job-protected leave for specified family and medical reasons. Similarly, short-term disability may be available through your insurance.

OUR FMLA AND SHORT-TERM DISABILITY PAPERWORK POLICY

From the date we receive your completed paperwork, our team has two weeks (10 business days) to complete and return any FMLA paperwork. If you need rush processing (3–5 business days), a **\$25 rush fee** is required.

Fees (see below for further details)

- First set of paperwork for this condition: No charge
- Rush processing (3–5 business days): \$25
- Each additional set after the first (exceeding 1 page): \$35 per set
- Payment is required before paperwork is released

How to Submit

Fill out as much of the form as possible before submitting (form is below) — including your personal information, employer details, requested leave dates, and job classification (sedentary vs. heavy labor). *Incomplete forms will delay processing.* Drop off in person to our medical assistant or email to ThonCareTeam@occ-ortho.com.

After We Return Your Paperwork

You are responsible for submitting completed forms to your employer and/or any required state disability agency. We will deliver completed forms in person or via email.

Completion of all paperwork is based on medical necessity and provider discretion. We will place standard restrictions according to each procedure — no exceptions or special requests will be made after surgery.

Questions? Contact us at ThonCareTeam@occ-ortho.com or 303-344-9090 ext. 3029.

Paperwork Processing Policy

Standard processing time: 7–10 business days Rush processing (3–5 business days): **\$25**

First set of paperwork for this condition: **No charge**

Each additional set after the first, if it exceeds more than 1 page: **\$35 per set**

Payment (if applicable) required **BEFORE** release

Incomplete forms will delay processing, Completion is based on medical necessity and provider discretion