



FMLA AND SHORT TERM DISABILITY PAPERWORK 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 time we receive your paperwork, our policy is that we have 14 days to complete FMLA/Short-term Disability paperwork. This will not be rushed or pushed through at a faster pace and will be completed when our providers have availability.

To meet this timeline, please provide EXACT details of requested leave dates when submitting forms. Any date amendments after completion may require restarting.

We will place standard restrictions according to each procedure. There will be no changes, exceptions, or special requests with these restrictions after your surgery.

How to Submit Forms?

Clearly mark requested leave dates, job classification (sedentary vs heavy labor), and details on the forms. **Please fill out as much of the forms ahead of time with your personal information, dates, injury, and requested restrictions prior to submitting your paperwork to Dr. Thon and the team.**

When forms are completed to the best of your ability, drop off forms in person to the medical assistant or email forms to ThonCareTeam@occ-ortho.com

Next Steps After Receiving Completed Paperwork:

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

Please contact us if you have any other questions! Providing complete details upfront allows us to best assist you in this process.