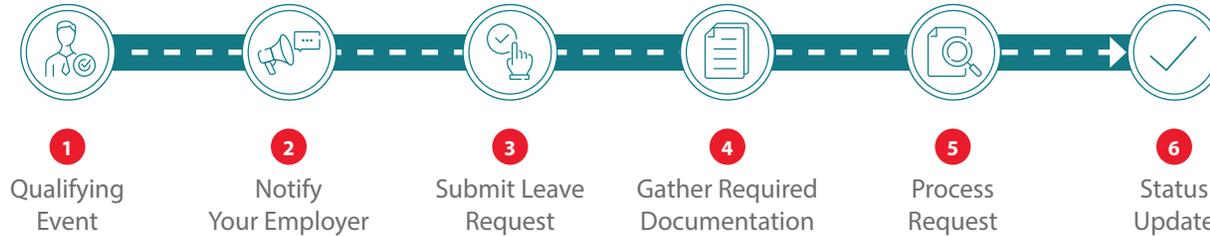


How to Request Leave



1 Qualifying Event

You may take up to 12 weeks per benefit year for any combination of approved leave such as Medical, Family or Safe Leave.* Find information about these qualifying leaves at americanfidelity.com/leave-or



Request leave through your online account.

Don't have an account?

Get one at americanfidelity.com/register

2 Notify Your Employer

30-day Notice: If you plan to use paid leave for a qualifying event, you must give your employer at least 30 calendar days' notice.

24-hour Emergency Notice: In an emergency, you must inform your employer within 24 hours and submit a written notice within three days after starting the leave.

3 Submit Leave Request

Log in to your account at americanfidelity.com/login and click **Request Leave**. Then follow the on-screen prompts.

4 Gather Required Documentation

You may be required to submit documentation. View the requested documents in your online account. You will be notified if any additional documents are required.

5 Process Request

The processing time may take up to 14 calendar days. You can check the status anytime through your online account.

This request will only check your eligibility for Paid Family and Medical Leave Insurance. To request other types of leave, please work with your HR department.

6 Status Update



You will receive communication about the status of your request and the next steps to take.



View FAQs and how-to videos at americanfidelity.com/leave-or



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