

APPROACHING THE TIME-OFF REQUEST: WORK

As part of our commitment to being your partner, we have created this resource to help make requesting time off from work a little easier. Below, you will find general steps for requesting a medical leave of absence to take time off to have the procedures or to care for someone who is having the procedures.

You should always consult your employer and your employer's policies first before requesting a medical leave. These steps are to help you better understand what is typically involved in these requests, but following these steps does not guarantee that a leave request will be granted or that your employer will accept this general process.

Before you ask for a leave, it's important to understand the Family and Medical Leave Act (FMLA). This act states that eligible employees of companies that employ 50 or more people are entitled to take an unpaid, job-protected leave for specified family and medical reasons, whether for themselves or to care for an immediate family member. There are other situations in which the FMLA may or may not apply. If the FMLA does apply, employees continue to have group health insurance coverage throughout the leave under the same terms and conditions they would have had if they had not taken the leave. Keep in mind that you should check with your company about its policy on medical leaves of absence before submitting your request.



Step 1: Get a doctor's note

It may be helpful to first ask the treatment center doctor for a note that verifies the need for the procedures. The note should include the dates of the procedures and the date you expect to return to work. If the note is for someone you are caring for, it should also include the need for a caregiver to accompany the patient to the procedures and to assist in the recovery process. This note may need to be included with your medical leave request, depending on your company's policies.



Step 2:

Ask about your company's policy on medical leaves of absence

Ask your company about its policy on medical leaves. We suggest you contact your company's Human Resources Department for this information.



Step 3:

Identify appropriate recipients

You will most likely be submitting your request for a medical leave to your Human Resources Department, but be sure to follow your company's policy. This may also be the time to let your supervisor know your plans and start discussing work coverage and responsibilities.



Step 4:

Complete any necessary paperwork

You may need to submit a written request for a medical leave. This request usually includes the dates you anticipate needing off from work, your relationship to the patient if you are not the patient, and the letter from the physician. Make sure to check your company's policies about what the letter needs to include. Next, attach any other forms or paperwork your company requires to submit a medical leave request. Finally, when you've completed all the forms, submit them to the appropriate recipients.

Reach out to Spark Therapeutics Generation Patient ServicesSM if you have questions.



Call toll-free: 1-833-SPARK-PS (1-833-772-7577)



Email: mysparkgeneration@sparktx.com

Do not include these instructions when submitting your request for a medical leave.

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