



Reporting Your FMLA Leave

The **Brookhaven Science Associates, LLC** Family & Medical Leave Policy is administered by Liberty Life Assurance Company of Boston, a member of the Liberty Mutual Group.

Liberty is available 24 hours a day, 7 days a week and offers employees direct access to leave resources and information. You can easily report a leave and check its status through Liberty's dedicated secure website or by telephone. Please visit www.mylibertyconnection.com to access employee resources and online tools, as referenced below.

When Do I Report a Leave?

Your own serious illness, a family member's serious illness, or military leave: You may report a leave when you will be out of work for more than 3 consecutive days or intermittently due to your own serious health condition or to care for an immediate family member suffering a serious health condition or to care for a newborn, foster or adopted child or due to an immediate family member's military deployment.

How Do I Report a Leave?

1. Contact your supervisor to report your absence.
2. Report your leave via www.mylibertyconnection.com
First time users must register using Company Code **BROOKHAVEN**

Please have the following information available when you report your leave:

- Your manager's name, telephone number and e-mail address
- Reason you are out of work (diagnosis/symptoms)
- Your last day worked, first day absent from work, and anticipated return to work date

Or you can call **1-888-408-7300** and speak with an Intake Specialist to report your leave. (Please do not call more than 30 days in advance of your leave.)

3. Keep a record of your leave number. Reporting your leave online provides the added convenience of printing a report which includes your leave number and a summary of your leave details.
4. You may securely check the status of your leave online at www.mylibertyconnection.com or by calling your Leave Specialist at **1-877-353-7188**.

Mailing Address:
Liberty Life Assurance Company
Leave Services
PO Box 8700
Dover, NH 03821-8700

Toll Free Phone: 1-877-353-7188 (8am-8pm EST, Monday - Friday)

Toll Free Fax: 1-866-265-9028

Team Email Address: leaveadmin@libertymutual.com

For assistance with www.mylibertyconnection.com, please call 1-800-431-2958 (8am-8pm EST, Monday - Friday)