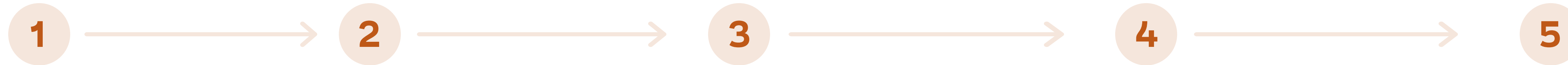


Application Timeline



Step 1:

Employee prepares to apply

Varies

Employees need to give their employer at least 30 days notice before the anticipated start date of the leave. If they are taking leave for an unexpected event, employees need to notify their employer as soon as possible.

Then, they should gather the documents and information they need.

Step 2:

Employee completes the application

Up to 30 minutes

The timeline for finishing an application is dependent on having the required information and documentation ready.

"Complete" means the employee has submitted the application, including a color copy of their ID and other documentation as required based on their leave type.

Step 3:

Employer reviews the employee application

10 business days

After an application has been submitted, DFML will notify the employer and ask them to review it.

The employer will then have 10 business days to complete this review. If the employer does not complete their review, DFML will make a decision on the application using the information the employee provided.

Step 4:

Review of documentation and reaching a decision

Up to 14 calendar days

DFML will review the application and decide within 14 calendar days. DFML may reach out to an employee for additional information or clarification of evidence submitted.

If an employee disagrees with the decision, they have 10 calendar days to file an appeal.

Step 5:

Payment is sent

2-4 weeks

Once an application is approved, the employee can expect weekly payments to begin 2-4 weeks after their leave begins.

For most leaves, there is a 7-day waiting period before benefit payments start. Once payments have started, you can log into your account and check your payment status each week.

