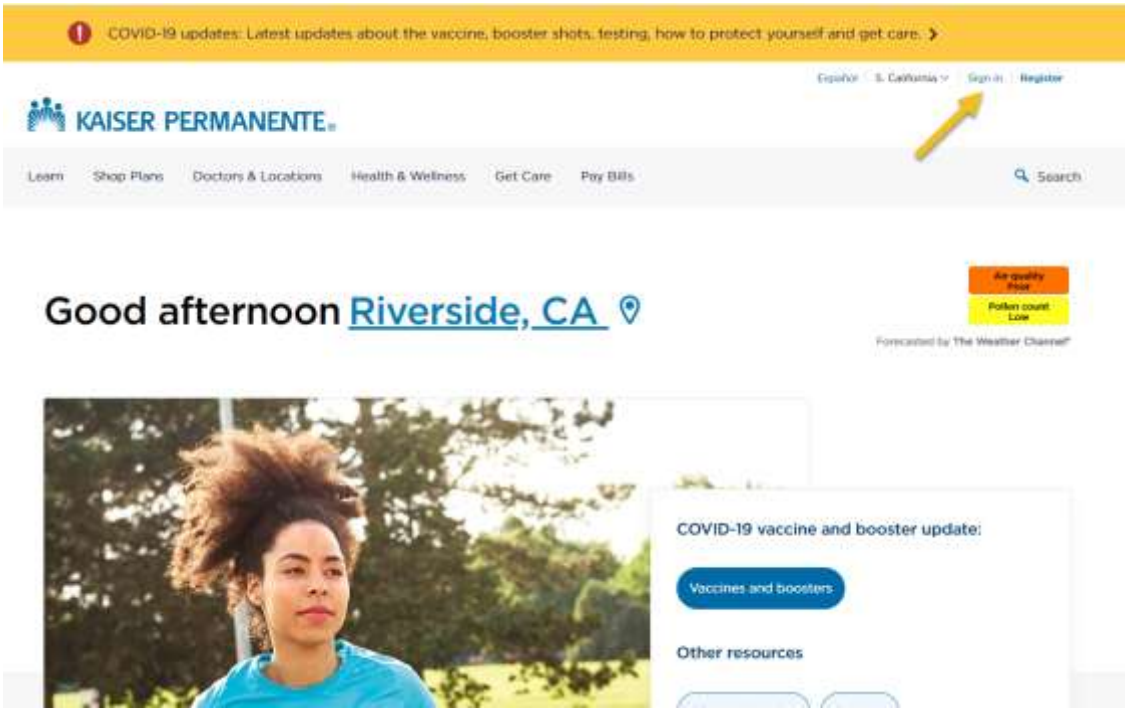
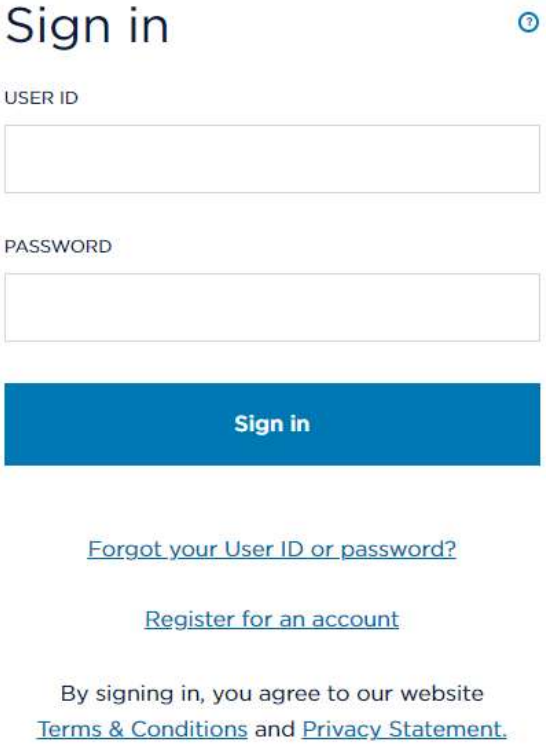
Go to: KP.ORG

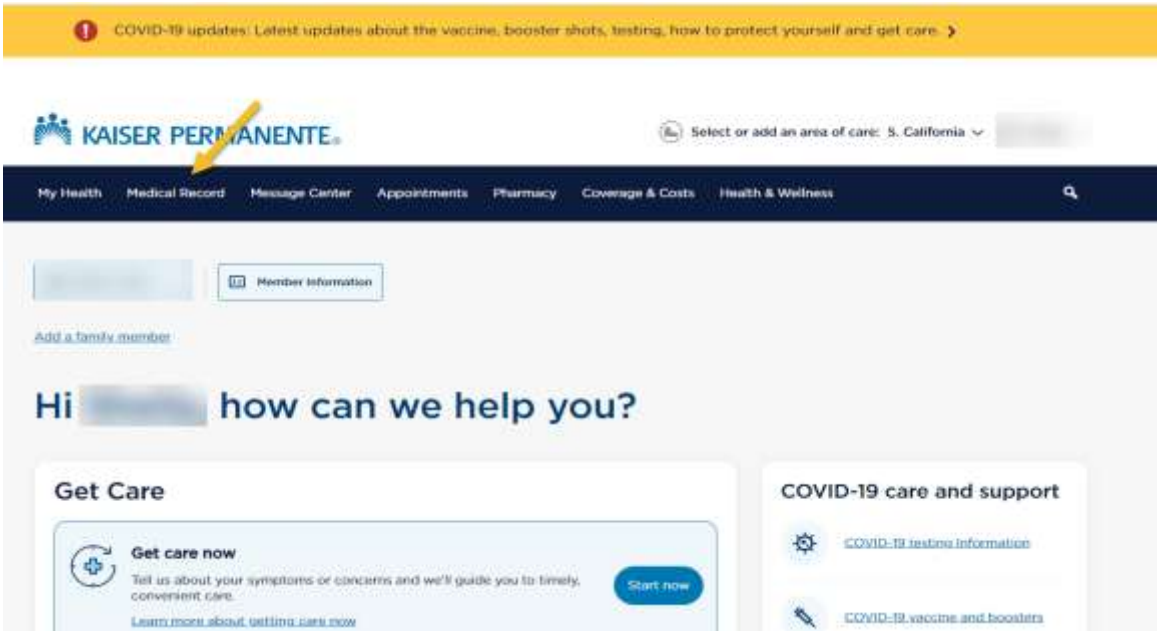
Click on Sign In



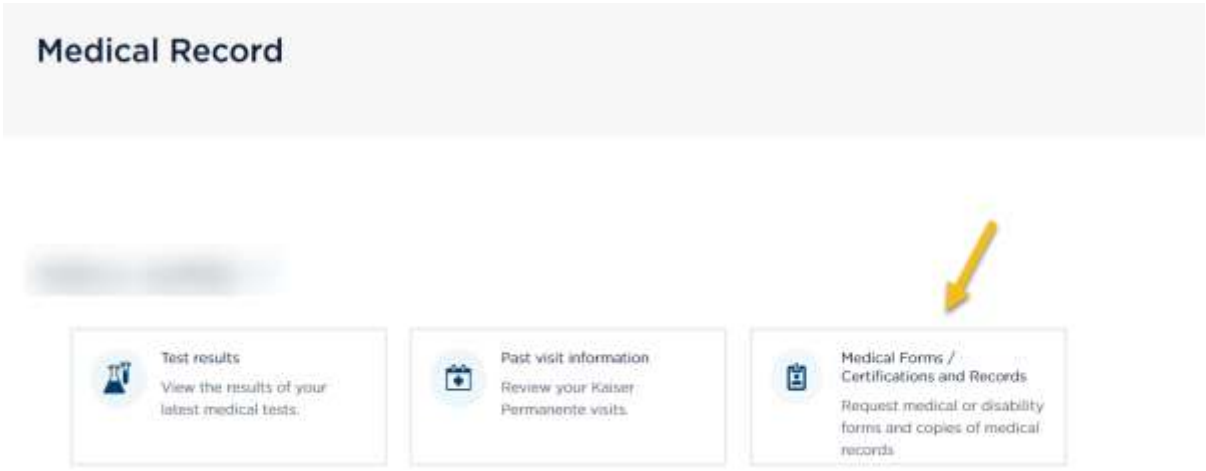
You will see this screen, put your user ID and password.



This screen will appear, click on Medical Record.



You will see your name and the boxes below that you are to select from. Select Medical Forms/Certifications and Records.



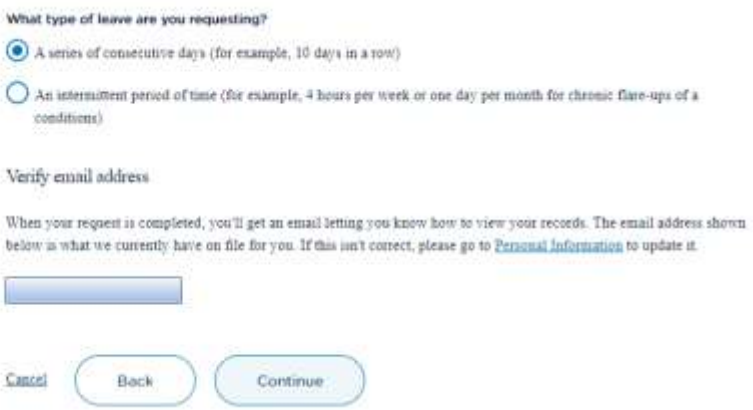
Next, select Family and Medical Leave Act (FMLA).

Click on Request FMLA from the next window.

The next area asks if you have a work status report from your Kaiser Provider.
IMPORTANT: A work status report is only needed if you are requesting consecutive FMLA. If you do not have a work status report placing you off work for more than 3 days, you may not proceed, and you must contact your treating provider to discuss getting a work status report placed in your chart. If you do have one, or if your request is for intermittent FMLA, select YES.

Select the person the FMLA is for; either choose your name if it's for your employer, or "Someone who cares for me" if it's for your caregiver's employer.

Next follow the prompts. Select your treating provider, type the medical condition the FMLA is for, list the job functions you cannot perform due to the condition, the name of the employer requesting the FMLA, your job title, they type of leave, verify your email address.



You will be asked to review your information and then click on submit.