



3 Ways to Report a New Family Medical Leave (FML) of Absence/Intermittent Leave

Employees of Fisher-Titus Medical Center (FTMC); Medical Care LLC (MCLLC) and North Central EMS (NCEMS) are required to report **all** FMLA related absences, tardy, and leave early time to **both** BASIC **and** their department using proper call-in procedures.

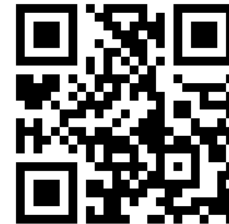
1 Interactive Voice Response (IVR) Phone Line	2 Web Reporting	3 Online Portal
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**FTMC
MCLLC
NCEMS**


866-932-0957

<https://absence.basiconline.com>

<https://fmla.basiconline.com>



- Please have your 9-digit Employee ID number ready. (found on your Employee ID Badge)
- Once the call is complete you will receive a confirmation number and your employer will be notified.
- Please have your 9-digit Employee ID number ready as well as your company IVR number. **866-932-0957**
- Once you submit, you will receive a confirmation number and your employer will be notified.
- Once you create an account, select report an absence and the system will transfer you to the web reporting tool with your information pre-filled.
- Once you submit, you will receive a confirmation number and your employer will be notified.
- The portal provides information relating to your FMLA claim or absence submissions in real time.
- You can also send documentation to BASIC securely, print leave paperwork, or request assistance.



9-Digit Employee ID: _____

Absence Reporting Line (IVR):
866-932-0957

For assistance call:
1-888-472-3652

