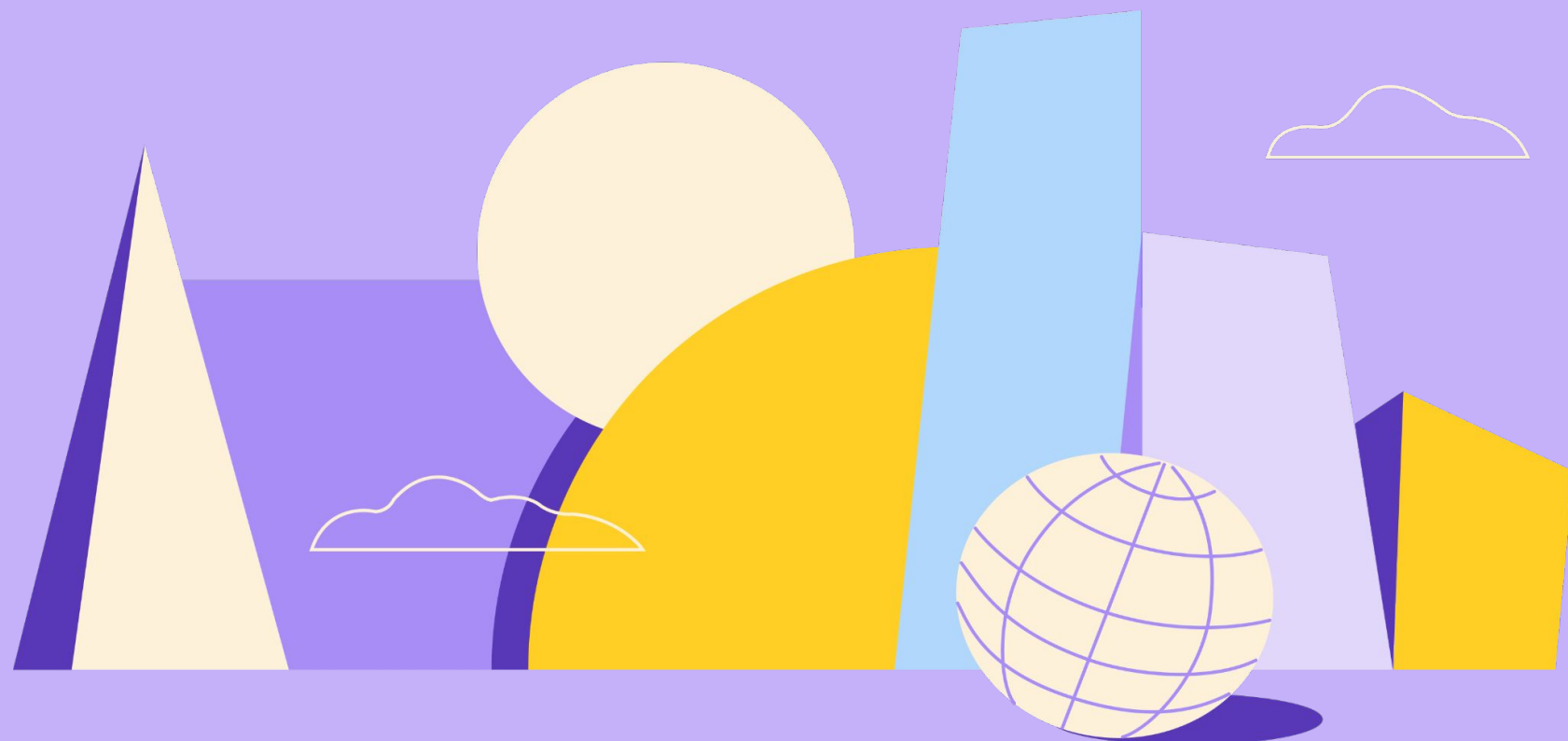


# How to request Leave of Absence for US Employees

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deel.



# How to request Leave of Absence for US Employees

## Step 1

### Determine Employee/Employer Eligibility Leave

#### Federal Entitlement: FMLA

Under the Family and Medical Leave Act (FMLA), eligible employees are entitled to up to 12 weeks of unpaid, job-protected leave for maternity (or parental) purposes.

To qualify, the employee must:

- have worked for your company via the PEO for at least 12 months
- have worked at least 1,250 hours in the previous 12 months.

Your employer must have at least 50 employees within a 75-mile radius of each other.

#### State-Specific Paid Leave

Some U.S. states offer Paid Family Leave (PFL) programs that may provide income replacement during maternity leave. Deel can assist in checking state-specific eligibility and guiding the employee through any application process.

#### Company-Specific Leave Policies

If your organization offers additional paid leave or PTO beyond legal requirements, Deel will implement that policy accordingly.

## Step 2

### Employee Submits a Leave Request to Deel

To begin the process, the employee will submit a **written leave request** to [Deel Support](#), ideally at least 30 days before the intended leave start date.

#### Include key information:

- Estimated start date
- Planned leave start and return dates

If the leave is unexpected or urgent, they should notify Deel as soon as possible.

## Step 3

### Deel Coordinates with the Employer

Once the request is submitted, Deel will contact the employer to confirm the leave setup.

Specifically, Deel will:

- Verify the employee's eligibility under FMLA or state law
- Confirm your company's leave policy, including:
  - Whether the leave will be paid or unpaid
  - How PTO, sick leave, or any supplemental benefits should be applied
  - Assist in determining if the employee qualifies for state-provided paid leave

Deel will then configure the employee's leave plan based on this information.

