

Monmouth County

Division of Benefits & Workforce Wellness

Monmouth County Board of Commissioners

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Family Medical Leave Application Checklist

- Inform my department and the Leave Unit in Benefits & Workforce Wellness of my absence at least 15 days prior to the leave starting or as soon as possible if it is unexpected.
- Receive proper Family Medical Leave forms from my department or contact Insurance Administrators of America (IAA) Representative Denise Muse at (856) 460-6573.
- Provide medical documentation forms to my treating physician to complete and submit the medical certification back to IAA.
- Complete my Temporary Disability Compensation (aka Short-Term Disability) forms. (This is a separate set of forms from IAA which also includes a medical statement form to be completed by the treating physician).
- Submit all my completed paperwork to IAA for review and processing within 15 days of receiving the forms (Fax and email information for IAA is at the bottom of the forms).
- Request the Division of Benefits & Workforce Wellness to complete my Employer Statement Form for my Colonial Life application (if applicable to employee).
- Provide IAA and my department with a RTW note no less than one week before my return.

If you have any questions as you go through this application process, please do not hesitate to contact Anna Chamberlain, Leave & Benefits Coordinator at anna.chamberlain@co.monmouth.nj.us or at extension 7737.