



To Report a Non-Work-Related Medical Leave Absence

for Short-Term Disability, Family Medical Leave or Paid Parental Leave:

- Notify your Supervisor immediately
- Call ReedGroup by the 2nd day of an absence, or up to 30 days in advance of a scheduled absence.
 - Phone: 1-800-441-9628, M–F, 8 am–8 pm EST
 - Fax: 518-880-6895
 - Web: BorgWarner.myleaveproservice.com 24/7
- Provide the information needed to certify your absence

For more information, visit www.borgwarner.com/benefits



When calling, please have the following information available:

- Employee ID
- Birth date
- Work schedule
- Absence start date
- Anticipated return-to-work date
- Medical condition details
- Treating physicians and contact information

For more information, visit www.borgwarner.com/benefits