When to Notify the Reed Group

Start Here: Will your timesheet show an absence?

Yes - Move to next question

No - Do not contact Reed Group

Is the absence related to an illness or injury of yourself, your spouse, your child under the age of 18, or your parent?*

Yes - Move to next question

No - Move to next question

Is the absence related to your Military Service?

Yes - Notify Reed Group

No - Move to next question

Is the absence related to the overseas military deployment of your spouse, child, parent* or next of kin?

Yes - Notify Reed Group

No - Move to next question

Is the absence related to providing care to an injured or ill US service member or veteran who is your spouse, child, parent* or next of kin?

Yes - Notify Reed Group

No - Move to next question

Is the absence related to the pregnancy of you or your spouse, or due to the birth of or bonding with your newborn child?

Yes - Notify Reed Group

No - Move to next question

Is the absence related to an adoption or placement of a foster child into your care?

Yes - Notify Reed Group

No - Do not contact Reed Group

Will or did the illness or injury cause the inability to work, attend school or perform other regular daily activities due to a serious health condition, treatment, or recovery for more than 3 consecutive calendar days?

Yes - Notify Reed Group

No - Move to next question

Is the absence the result of a chronic condition? Chronic conditions require visits at least twice a year for treatment by a health care provider; AND continue over an extended period of time (including recurring episodes of a single underlying condition). AND may cause periodic incapacity rather than a continuing period of incapacity. (asthma, diabetes, epilepsy, etc.)

Yes - Notify Reed Group

No - Move to next question

Is the absence due to a health condition requiring multiple treatments? This would include treatment plus recovery time for: A condition that would likely result in a period of incapacity of more than 3 consecutive days in absence of medical intervention or treatment. (cancer, arthritis, kidney disease, etc.)

Yes - Notify Reed Group

No - Move to next question

Is the absence due to a Permanent or Long-Term Condition for which treatment may not be effective? These conditions require continuing supervision of a health care provider (but not necessarily active treatment). (Alzheimer’s, severe stroke, or the terminal stage of a disease, etc.)

Yes - Notify Reed Group

No - Move to next question

Is the absence due to a hospitalization, hospice care, inpatient care or residential care.

Yes - Notify Reed Group

No - Do not contact Reed Group

Reed Group Contact Information:
Phone: (844) 507-5393 (8:00a.m. – 8:00p.m. M-F)
Fax: (720) 456-4790
Self-Service: stateofiowa.leavepro.com

* Children over the age of 18 incapable of self care and individuals in loco parentis also qualify. An “in loco” parent must have had financial or other day to day support obligations for the child or when the employee was a child.