

Deaconess Health System, Inc.

Information for Short-Term Disability/FMLA - Employee Checklist

Step 1 - **Notification:** You must complete the steps below after filing for leave (STD and/or FMLA).

- **Contact your supervisor/manager** to confirm your leave dates. If your absence is for your own disability, you must satisfy a seven calendar-day elimination period before STD benefits are payable. Deaconess will use PTO to satisfy this period. If you do not have enough PTO time, the remainder will be unpaid. After the seven day elimination period, Deaconess will use PTO, if available, to supplement short term disability benefits. HR will leave one week of PTO in your bank. Call HR at 450-2367 if you want to use final week of PTO and/or spread out PTO.
- **Contact your Supervisor/Manager** regarding estimated length of your leave. Keep your manager informed of any changes to your leave status.
 - **For intermittent leave**, you must contact your Supervisor/Manager **AND** The Hartford every time you are absent from work relating to your FMLA. You can reach The Hartford at 1-855-899-2975 Monday – Friday, 7:00 am – 7:00 pm CST. **If the time off is foreseeable, you must provide a 30 day advance notice, if unforeseeable, you must contact The Hartford the same day or following business day in which the need for leave is known.** You may lose the protections afforded by the FMLA for failure to contact The Hartford.
 - **For intermittent leave that extends beyond 7 days**, you must re-contact Hartford to discuss short term disability.
 - **For maternity leave, Bonding time following medical leave is covered under FMLA, however it is not covered under non-FMLA.**

Step 2 - **Forms:** Complete the enclosed forms

- “Certificate of Health Care Provider” (**if enclosed**) – The treating physician must complete and a copy should be sent to The Hartford. You may fax to The Hartford at 877-588-4817. If the leave is for a family member, the form must be completed by the family member’s doctor and sent to The Hartford.
- **What is my deadline to return the medical certification?**
 - You must return the medical certification to The Hartford within 15 days of the notice being mailed out. If the medical certification was incomplete or insufficient, you will be notified and you will have an additional 10 days to correct the deficiency. Recertification may be required no more often than every 30 days if the minimum duration of leave is longer than 30 days. Recertification may be requested more frequently if the leave is extended, circumstances of certification change significantly or there is doubt surrounding the reason for the leave. In all cases, recertification will be requested every six months.
- **What happens if I do not submit a requested medical certification?**
 - If you fail to timely submit a properly requested medical certification, FMLA protection for the leave may be delayed or denied. If you are having trouble obtaining the medical certification from your physician, notify Hartford. If you never provide a medical certification, then the leave is not approved for FMLA and normal attendance rules will apply for any time absent from work.
- **What happens if I can work but can’t do all of my normal job functions?**
 - If you cannot perform all of your usual job functions as determined by your physician, there may be options available. Depending on the circumstances, these could include reasonable accommodations that would allow you to perform the primary functions of your job or reassignment to another vacant position for which you are qualified. This is subject to approval by Deaconess.
- **What happens if I am not eligible for FMLA (Have not been employed one year/not worked 1250 hours/exhausted FMLA)?**
 - You may be eligible for non-FMLA leave. Report absences to Hartford just as you do for FMLA leave.

Step 3 – **Taxes:**

Income received from short term disability is taxable income. Please advise Hartford if you wish to have taxes withheld from your payments.

Step 3 - **Benefits:** Understand the status of your benefits while on leave.

If your absence is unpaid, you will be expected to make your insurance premium payments to Deaconess. You will receive written notice of missed payments and options for making these payments to Deaconess. If your deduction stops, you can contact the Benefits Office at 812-450-2367 to discuss.

Step 4 - **Check the status of your disability claim and/or leave of absence at The Hartford’s website, www.thehartfordatwork.com.**

You can also reach The Hartford at 1-855-899-2975 Monday – Friday, 7:00 am – 7:00 pm CST.

Step 6 - **Returning to Work**

The duration of your leave is stated on the “Certificate of Health Care Provider” form provided to Hartford by your Health Care Provider. You are expected to contact your Manager and return to work when released by your medical provider. For absences for your own health, a Release to Return to Work form must be provided to your Manager and Human Resources. If returning back to work with restrictions or limitations these must be cleared before your return.

Important Contacts and Telephone Numbers

- The Hartford: 1-855-899-2975 Monday – Friday, 7:00 am – 7:00 pm CST
- For more information about Deaconess’ leave policy, see P&P 45-21.