

SHORT-TERM DISABILITY CHECKLIST

Action Items for Hourly Employees

Review and complete this form with an HR team member as soon as possible.

Your Name: _____ HR Contact: _____

Best Contact Number: _____ Personal Email: _____

1. Review your leave of absence request with HR.

- Inform HR of your disability leave request.**
 - Expected last day worked: _____
 - Expected return date: _____
 - For routine medical leaves, you may already have your *Medical Work Release*. Provide it now.

2. Complete required forms and submit your paperwork.

- With HR's guidance, submit completed Family Medical Leave Act (FMLA) certification form (if applicable) to HR.**
 - Is form required? Yes or No
 - If no, complete the *Parental & Family Leave Certification Form*
 - Return form to HR by: _____
- For a birth parent leave, complete the *Parental & Family Leave Request Form*.**
- Submit your Unum Short-Term Disability Claim Form.**

There are four methods for filing your claim. See the *Unum Quick Reference Guide* for details. The Unum Customer app or website are the *easiest and fastest* filing methods. **To avoid delays, begin the claim process as soon as possible.**
- Submit the Unum Direct Deposit Form.**

To avoid payment delays, provide the *Unum Direct Deposit Form* when you submit your claim.

Once your completed form is submitted to Unum:

- Allow Unum up to five business days to review your claim.
- Except for the birth of a child, the first week (five business days) of your disability leave is paid using available time off (vacation, Paid Time Off (PTO), disability bank). See your manager if you're unsure how to check your time-off balances.
- Unum pays a benefit of 70% of your base weekly wages for weeks 2–26.



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3. Manage/track your disability claim.

- Track your claim or payment status via the Unum app or website.** You may also contact your Unum Disability Claim Specialist.
- Keep HR informed if your expected return date changes.**

4. Plan your return to work.

- Return to work.**

When you return, provide the following information to Unum and HR:

- Doctor's release

Provide to HR:

- FMLA release (if applicable)
- Special job accommodation (if applicable, provided by doctor)

Note:

- If you have been on leave for more than 30 days, you may be required to complete a drug screening test to return to work.
 - **HR:** Is drug screen required? Yes or No
 - If yes, contact HR prior to your return: _____
- If you are unable to return to work after six months on leave, Unum will assist you with initiating the long-term disability claim process around your fifth month on leave.

Find the information you need to support YOUR WHOLE SELF!

Access to information about your leave of absence and/or benefits is at your fingertips! Visit the **Total Rewards & Benefits Portal** at www.myheritagegroup.com/Milestone for Frequently Asked Questions (FAQs) on the *Leaves of Absence* tab and details about your benefits on the *Benefits* tab.



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