SHORT-TERM DISABILITY CHECKLIST

Action Items for Salaried 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 maternity leave, complete the *Parental & Family Leave Request Form*.**

3. **Manage/track your disability claim.**
   - ☐ **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 your HR:
     - ▪ Doctor's release
     - ▪ FMLA release (if applicable)
     - ▪ Special job accommodations (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: _____

- For an extended leave, it is important to begin the long-term disability application process around the fifth month of your short-term disability leave to prevent a lapse in benefit payments. Contact <u>HR Shared Services</u> (800-303-0408) to begin the process.

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/MonumentChemical** for Frequently Asked Questions (FAQs) on the *Leaves of Absence* tab and details about your benefits on the *Benefits* tab.

BENEFITS + WELLNESS