

Short-Term Disability Checklist

Action Items for Hourly Employees

Review and complete this form with the Leave of Absence Administrator as soon as possible.

Your Name: _____ Supervisor: _____
Contact Number: _____ Personal Email: _____

1. Review your leave of absence request with HR.

☐ Inform Leave Administrator 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.

☐ Submit completed Family Medical Leave Act (FMLA) certification form (if applicable) to Leave Administrator.

- If not eligible for FMLA, complete the Parental & Family Leave Certification Form (if applicable)
- 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 directly.

☐ Keep Leave Administrator informed if your expected return date changes. Any extensions or early return to work dates must be communicated.

4. Plan your return to work.

☐ Return to work.

Prior to returning, provide the following information to Unum and HR:

- Doctor's release

Provide to Leave Administrator:

- 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.
- If a drug screen is required, contact your HR Business Partner to schedule the screening.
- 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.
- Benefits coverage will be terminated after six months (180days) from the start date of the 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 <https://myheritage-enviro.com> for Frequently Asked Questions (FAQs) on the Leaves of Absence tab and details about your benefits on the Benefits tab.

