



Short-Term Disability Checklist

Action Items for Employees

If you need a leave of absence, please review the checklist below and contact the [Leave Administrator](#).

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

1. Review your leave of absence request with Leave Administrator

- ☐ Inform Leave Administrator of your disability leave request.

Email leave@arcwood-enviro.com with the following information:

- 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)

- If not, eligible for FMLA, complete the Parental & Family Leave Certification Form
- Return form to Leave Administrator by: _____

☐ For a maternity, bonding, adoption, foster care, and/or family care requests, complete the Parental & Family Leave Request Form in addition to the certification 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.

Before you return, provide the following information to your Leave Administrator:

- Doctor's release
- FMLA release (if applicable)
- Special job accommodations (if applicable, provided by doctor)



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Note: If you have been on leave for more than 30 days, you may be required to complete a drug screening test and/or physical to return to work. If a drug screen is required for your position, 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. Long-term disability is administered and determined by our vendor, Voya. For assistance beginning the longterm disability process, contact the Leave Administrator to begin the process at leave@arcwoodenviro.com.

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.