

## HOW TO REPORT A SHORT-TERM DISABILITY CLAIM AND/OR FAMILY MEDICAL LEAVE (FML)

### WHEN TO CALL

Call The Hartford as soon as you know you will be absent for any of the following reasons:

**Short-Term Disability** – If you are expected to be absent from work for more than 7 consecutive calendar days due to your own disability.

**Family Medical Leave** – If you have a serious health condition that makes you unable to perform the functions of your job and expect to be absent from work for more than 3 consecutive calendar days, intermittent periods of time (non-consecutive hours or days away from work), or hospitalized for any amount of time

Or for one of the following:

- Birth of a child and care of a newborn child
- Placement of a child with you for adoption or foster care
- Care for a spouse, child or parent with a serious health condition
- Qualifying exigency reason arising from your family member's military deployment
- Care for a family member who incurred a serious injury or illness in the line of active military duty

Even though you call The Hartford, you still must call your Supervisor on or before your first day of absence to report how long you expect to be absent.

### INFORMATION YOU NEED TO HAVE AVAILABLE WHEN CONTACTING THE HARTFORD

Your name, home address, and other key identification information. The name of your department and last full day of active work. The nature of your claim or leave request. Your treating physician's name, address, phone, and fax number.

If applicable:

- Date and cause of illness or injury and the first day you were absent from work, as well as your anticipated return to work date. If the absence is due to maternity leave, you need to provide the actual or expected date of delivery.
- Name, address, phone, and fax number of each doctor you are seeing or have seen for the illness or injury causing the disability.
- Date of the first treatment or appointment with your doctor for the injury or illness and the next treatment or appointment.
- You may also be asked to provide some medical information, including your previous history of illness or injury, any diagnostic testing that was performed, the diagnosis, the treatment plan, and the medications the physician has recommended.

#### TO FILE A CLAIM OR REQUEST A LEAVE

**1-888-301-5615**

**8:00am - 9:00pm Eastern**

Policy #: 697746

[HTTPS://ABILITYADVANTAGE.THEHARTFORD.COM](https://ABILITYADVANTAGE.THEHARTFORD.COM)

If you're absent from work, we can advise you on when to file a claim or request a leave.  
If your absence is scheduled, such as an upcoming hospital stay, call us 30 days prior to your last day of work. If unscheduled, please call us as soon as possible.

