

FMLA/Personal Leave/Military Leave – Process Effective 7/1/2020

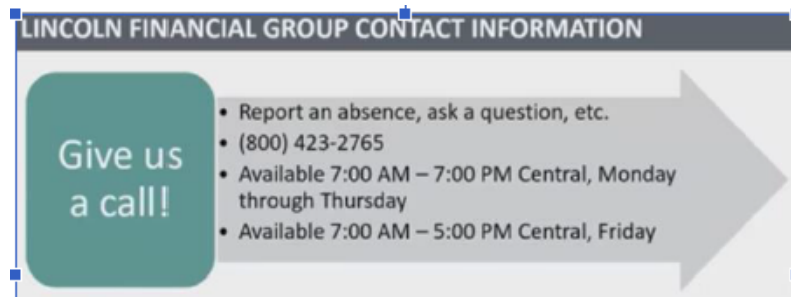
Whether your absence is for federal family and medical leave (FMLA), state leave, company leave, short-term disability (STD), Military Leave, you have the flexibility to initiate your absence claim by telephone, Monday through Thursday 7 am–7 pm ET, and Friday 7 am–5 pm ET, or at any time via the web. To start your claim by phone or web, you will need to provide your:

Full Name	Group ID or policy number: UNIMEDCNT2
Date of Birth	Physician’s name, address, and phone and fax number (if applicable)
Social Security Number	Condition or Circumstances
Occupation	Last work date (date)

An absence management professional will guide you every step of the way to:

- Help ensure you understand the process
- Notify you of any additional required information
- Provide you with regular updates on the status of your absence claim

Getting started is EASY!



Submit your claim via phone

It’s easy for you, your employer or a family member to report your absence by phone. Just call 800-423-2765 and identify yourself as an insured person, enter your Social Security number*, and follow the prompts for **Absence Claims**. Once you have started our claim, you may report intermittent occurrences and submit a return-to-work date at any time via our automated telephone system.

Once Registered – You can utilize the Mobile App by downloading in the App Store

Available 24/7 for employees to access a number of self-service functions like:

* Reporting a new absence claim *Viewing correspondence

*Adding intermittent time or entering a return to work date

REMEMBER:

If you are taking intermittent time for your absence, you are required to:

Follow normal call out procedures for your department

Report your absence time within 2 Business Days

Call Lincoln Financial at 800-423-2765

If you are unable to return to work as scheduled at the end of your continuous leave and need to request an extension:

Notify your supervisor

Call Lincoln Financial at 800-423-2765