

## Employee Checklist for Short Term Disability (STD) Leave

SHORT TERM DISABILITY: WHAT YOU NEED TO DO	
<p>If you are:</p>	<p>Absent from work because of an illness or injury and may not be returning:</p> <ul style="list-style-type: none"> <li>▪ Within ten workdays, or</li> <li>▪ Within one month of a planned surgery or childbirth...</li> </ul> <p>You should follow this checklist process to access Lehigh’s short term disability benefits.</p>
<p><b>IMPORTANT CONTACTS</b></p>	<p><b>How do you start an STD claim?</b></p> <p>There are three important contacts you will need to keep informed during your Short Term Disability absence:</p>
	<p>1. Lincoln Financial Group (LFG), Lehigh’s STD plan administrator, can be reached at 1-800-423-2765 between 8:00 AM and 8:00 PM, Monday through Thursday, and 8:00 AM to 6:00 PM on Friday. Select Option 1. Give the operator policy number ATP-000500189650. Faxes may be sent to LFG at 1-877-843-3950.</p>
	<p>2. Faculty – Call Caitlin Leidy in Human Resources at 610-758-3936, or write to her at <a href="mailto:crl215@lehigh.edu">crl215@lehigh.edu</a>.  Staff - Call Kimberly Drey in Human Resources at 610-758-3895, or write to her at <a href="mailto:kad610@lehigh.edu">kad610@lehigh.edu</a>.</p>
	<p>3. Keep Your Supervisor Informed throughout your claim period. Your supervisor will receive a form document about the STD process.</p>
	<p>4. Return to Work</p> <ul style="list-style-type: none"> <li>• If your completed <a href="#">Physician Release to Return to Work</a> form indicated that you are permitted to return to work with no restrictions, provide this document to Human Resources and contact your supervisor to discuss your return to work date.</li> <li>• If your completed <i>Physician Release to Return to Work</i> form indicates that work restrictions or accommodations must be put into place for your return to work, you must provide this document to Employee Relations and set up a meeting to discuss these restrictions/accommodations PRIOR to your return to work. <b>YOU MAY NOT RETURN TO WORK PRIOR TO MEETING WITH HUMAN RESOURCES.</b></li> </ul>

CHECKLIST		
	Prior to the Start of Leave (when possible)	
<input type="checkbox"/>	Contact Lincoln Financial Group at 1-800-423-2765	Policy Number ATP 000500189650

<input type="checkbox"/>	Contact Human Resources about the expected timing and length of anticipated absence at least 30 days in advance, if possible.	Faculty Contact Caitlin Leidy 610-758-3936 Staff Contact Kimberly Drey 610-758-3895
<input type="checkbox"/>	Notify your supervisor about the expected timing and length of anticipated absence at least 30 days in advance, if possible.	Check in regularly, at least every two weeks. You do not have to share your medical diagnosis with your supervisor.
<input type="checkbox"/>	Receive forms and information on the Short Term Disability Process from HR or the HR website.	<a href="#">Lehigh Short Term Disability</a>
<input type="checkbox"/>	Complete <a href="#">Authorization to Release Information</a> form	Provide a copy to both your doctor and LFG.
<input type="checkbox"/>	Have your doctor complete the <a href="#">Attending Physician Statement</a>	Ask your doctor to provide this information as soon as possible to LFG.
<input type="checkbox"/>	Follow up with Lincoln Financial Group to confirm receipt and that there is sufficient detail for your claim review. Respond promptly to any information requests. Discuss with LFG how information will be shared with you.	It is important that LFG receives timely information for your benefits to continue. LFG will normally send you a letter unless you elect another method of delivery (such as email).
	<u>During the Leave</u>	
<input type="checkbox"/>	Expect a confirmation letter from Lincoln Financial on claim approval. Follow up with LFG as soon as possible if you do not receive a letter within 10 days.	A benefit review can be made in 5 to 7 business days.
<input type="checkbox"/>	Notify Lincoln Financial immediately of any updated medical information that may impact or extend your claim period. Follow up with your physician as necessary.	Failure to do so may impact your benefits.
<input type="checkbox"/>	Remain in contact with HR and your supervisor to keep them informed of your latest intended return to work date.	Keep your supervisor updated of any changes in your length of absence.
<input type="checkbox"/>	If you anticipate any work accommodations or altered work schedule upon your return, notify HR ASAP. These must be reviewed and approved PRIOR to your return to work.	Please contact Employee Relations at 610-758-3698 for Disability Accommodation.
	<u>Prior to Return from Leave</u>	
<input type="checkbox"/>	During your last doctor's visit prior to returning to work, a <a href="#">Physician Release to Return to Work</a> form must be completed by your doctor.	
<input type="checkbox"/>	Contact Human Resources to provide a copy of your <i>Physician Release to Return to Work</i> form. <b>You will not be allowed to return to work without this document.</b>	
<input type="checkbox"/>	If your doctor indicates in the <i>Physician Release to Return to Work</i> form that you may return to work with no restrictions, contact your supervisor to discuss your return to work date.	
<input type="checkbox"/>	If your doctor in the <i>Physician Release to Return to Work</i> form is suggesting any work restrictions, accommodations or altered work schedules, contact Human Resources to set up a meeting ASAP.	Human Resources must review your restrictions and job description with your supervisor <b>PRIOR</b> to return to work. Continue to have your doctor provide medical information to LFG to facilitate any claim extensions that may be needed until you are able to return to work fully.  Faculty Contact Caitlin Leidy 610-758-3936 Staff Contact Kimberly Drey 610-758-3895

**\*Please Note: If your STD leave ends and you remain on leave, please contact:**

- Faculty contact Caitlin Leidy at 610-758-3936
- Staff contact Kimberly Drey at 610-758-3895