

# Short Term Disability: What You Need To Do

If you are or will be:

- Absent from work because of an illness or injury and will not be returning within 10 workdays, or
- Within 30 days of a planned surgery or childbirth

You should follow the below process to access Lehigh's short term disability benefits.

## Contact Reliance Matrix

Initiate a claim:

### Online:

[www.matrixabsence.com](http://www.matrixabsence.com)

### By phone:

877-202-0055

### Via the app:

Matrix E-Services Mobile

## You'll need:

- Personal information (name, address, phone number, last four digits of your SSN)
- Illness/Injury information (nature of illness, how/when/where injury occurred, date of disability)
- Healthcare provider information

## Be sure to submit all requested documentation to Reliance Matrix in the timeframe provided.

A Matrix Absence claim specialist will process your claim and send an intake packet to you with important information and required forms.

Carefully review the packet from Reliance Matrix. Complete the **Authorization for Release of Medical Information** and notify your Healthcare Provider that Reliance Matrix will send a **Healthcare Provider Certification Form** for completion.

## Notify HR

### Faculty:

Contact Caitlin Leidy  
[crl215@lehigh.edu](mailto:crl215@lehigh.edu)  
or  
610-758-3839

### Staff:

Contact Kimberly Drey  
[kad610@lehigh.edu](mailto:kad610@lehigh.edu)  
or  
610-758-3895

## Notify Your Supervisor

Remember: you don't need to share your medical information with anyone other than Reliance Matrix.

You should give your supervisor as much information about the timing and length of your absence as possible.

Keep them updated by checking in regularly.



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