

To ensure your disability proceeds as smoothly as possible, please follow these steps:

- 1. Notify your Supervisor and Department Benefits Representative (DBR)** — You are responsible for notifying your supervisor and DBR about the length of time you expect to be disabled and request approval for a leave of absence. You should also request information from your DBR regarding the Family Medical Leave (FML) and obtain the required approval from your supervisor.
- 2. Electing Disability Benefits** — Log on to My LibertyCLaim.com, which is a secure website available 24 hours a day, 7 days a week. Report your claim via www.mylibertyclaim.com and enter the Claimant Service ID: University. For further information please see the Reporting your Disability Claim Online form. Please provide your physician with The Reporting Your Disability Claim Online form.
- 3. If You Have 18 Months Or Less Of University Service File For State Disability Insurance (SDI)** — If you have 18 months or less of University service, you must file for SDI in addition to your Liberty Mutual claim. SDI forms can be obtained at your physician's office, or by calling the Employment Development Department (EDD). For more information, please contact the State Disability Office at (800) 480-3287 or log on to <http://www.edd.ca.gov>. Liberty Mutual requires a copy of the SDI award letter from EDD before they can pay full benefits. If you are awarded SDI benefits, Liberty Mutual disability income will be adjusted accordingly.
- 4. If You Have An Outstanding Loan (403B)** — Please contact Fidelity Investments directly at (866) 682-7787 to make monthly payment arrangements.
- 5. Make Sure Your Benefit Insurance Coverage Continues** — Please forward your Benefits Insurance Continuation form along with your check directly to the Payroll Office to avoid a cancellation of your benefits. The premiums are due one month in advance on the 15th. Please make the check payable to "Regents UC". If you have any questions on premium payments, please contact Laura Schulte in Payroll at (951) 827-1962. If you do not intend to continue any of your selected insurance plans, complete a cancellation form (UPAY 850) and re-enroll within 31 days of your return to work. Please forward the UPAY 850 form to the Benefits or Payroll Office.
- 6. If You Need To Extend Your Disability** — Notify your Supervisor, Department Benefits Representative (DBR) and your Liberty Mutual Case Manager to extend your disability. You must contact Liberty Mutual directly for information on the extension of your disability. It is the responsibility of the employee to provide to the department a written notice from the attending physician, which states the duration of the extension.
- 7. Enroll In Depcare FSA (if applicable)** — The Dependent Care Flexible Spending Account allows you to pay for eligible dependent care expenses on a pretax, salary reduction basis. If you are currently enrolled in DepCare and you go on leave without pay, your contributions to the DepCare Account stops. While on leave, you may continue to submit claims for expenses incurred before the leave. You must complete the Health FSA/DepCare FSA Enrollment, Change or Cancellation Salary Reduction Agreement (UPAY 919) to cancel and re-enroll.
- 8. If You Are Enrolled In Health FSA** — If you are currently enrolled in the Health Flexible Spending Account and you go on leave without pay, your contributions to the plan stops. While on leave, you may continue to submit claims for eligible expenses incurred before the leave. You must complete the Health FSA/DepCare FSA Enrollment, Change or Cancellation Salary Reduction Agreement (UPAY 919) to cancel and re-enroll.
- 9. When You Are Released To Return To Work** — You must provide your department with a written release notice or the FML Return to Work Certification from your physician in order to return to work. If you have any work limitations or restrictions, please contact Marsha Marion at 951-827-4785 prior to returning to work.

Employee Name: _____

Employee Signature: _____

Date: _____

NOTE: When you file for disability benefits make sure to verify with the payroll office, transportation and parking services and any organizations for which you have payroll deductions so that you may cancel deductions while out on disability. Be sure to contact these same organizations when you return back to work to re-enroll.