

## Associate Leave of Absence Checklist

### What you need to do if you are going out on leave?

- Speak to your Manager regarding your leave request.
  - To protect your private health information under HIPAA, DO NOT disclose any medical symptoms or diagnosis.
  - You may share your anticipated leave begin and end dates with your Manager.
  
- Contact Sedgwick to initiate your leave of absence request.
  - Call 1-877-233-1543 or visit [timeoff.Sedgwick.com](http://timeoff.Sedgwick.com)
  - You will work directly with Sedgwick to gather the necessary information for your leave request.
  
- You may be eligible for Short Term Disability (STD) Benefits
  - California, New Jersey, New York, Rhode Island and Washington associates are provided disability insurance benefits by a mandated state disability program. Please contact your state disability program to initiate your STD claim. This is a government run program, PSEB will not be able to provide you with eligibility information.
  - All other associates, contact CIGNA to report your disability claim at 1-800-362-4462. The company name is PSEB. Your STD Benefits are paid directly from CIGNA.
  
- Contact PSEB Leaves at 866-989-6958, Option 3, for assistance with the following:
  - Maintaining your group health insurance premiums while out on leave.
  - Coordinate PTO usage while on leave.
  
- Contact PSEB Benefits at 866-989-6958, Option 2, for assistance with the following:
  - You experience a qualifying life event and need to make a change to benefits.  
Note: You have 30-days from the date of a life event to notify benefits to make your change.



sedgwick

