



Reporting Your Disability Claim/Leave

The **Roger Williams University** Short-Term Disability Policy and Family & Medical Leave are administered by Liberty Life Assurance Company of Boston, a Lincoln Financial Group company.

Lincoln Financial Group offers employees direct access to claims resources and information. You can easily report a claim and check the status of your claim through Lincoln Financial Group's dedicated secure website or by telephone. Please visit: www.MyLincolnPortal.com to access employee resources and online tools, as referenced below.

When Do I Report a Claim?

Your own serious illness, disability, or maternity leave: You may report a claim up to 30 days in advance of a planned disability absence OR as soon as you are aware that you will be disabled due to illness or injury.

Your family member's serious illness, military leave, or your own intermittent leave: You may report a leave when you will be out of work for more than 3 consecutive days or intermittently to care for an immediate family member suffering a serious illness or to care for a newborn, foster or adopted child.

How Do I Report a Claim?

1. Contact your supervisor to report your absence.
2. Print this document, sign and date the Authorization to Release Information section below, and leave with your physician or medical care provider at your next visit.

Note: Lincoln Financial Group requires your physician to provide information about your medical condition. If this information cannot be obtained, benefits may be delayed.

3. Report your claim via www.MyLincolnPortal.com. First time users must register using Company Code **RogerWilliams**.

Please have the following information available when you report your claim:

- Your physician or medical care provider's name, address, fax and telephone numbers
- Your manager's name, telephone number and e-mail address
- Reason you are out of work (diagnosis/symptoms)
- Your last day worked, first day absent from work, and anticipated return to work date

Or you can call **1-888-408-7300** and speak with an Intake Specialist to report your claim.

4. Keep a record of your claim number. Reporting your claim online provides the added convenience of printing a claim report which includes your claim number and a summary of your claim details.
5. You may securely check the status of your claim online at www.MyLincolnPortal.com or by calling your Case Manager at **1-800-210-0268** or Leave Specialist at **1-800-283-0823**.

Authorization to Release Information

I authorize any health care provider having information about my physical or mental condition and treatment to give all information to the Company in the Lincoln Financial Group of companies and/or Plan Sponsor to which I am submitting a claim. I understand the information obtained by this Authorization will be used to determine eligibility for benefits. Information obtained under this Authorization or directly from me may be released to persons/organizations providing medical treatment or claim management/advisory services in connection with my claim, including Employee Assistance Programs (EAP), or other similar disease management/assistance programs providing services to the Plan Sponsor and/or the Company. This Authorization is valid for two years from the date appearing below with my signature. I have the right to revoke this Authorization by notifying the Company. I know that I may request a copy of the Authorization and I agree that a photographic copy shall be as valid as the original.

Employee Signature:

Date:

Print Employee Name:

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Leaves of Absence Under: Family Medical Leave Act and/or Short Term Disability Benefit Plan

FMLA/STD Frequently Asked Questions (FAQs)

Q What is Short Term Disability?

Short-term disability benefits provide income replacement if an employee is unable to work due to an illness or non-work related injury that causes the employee to be unable to perform the functional responsibilities of his or her current position.

Q What is FMLA?

The Family and Medical Leave Act of 1993 (FMLA) requires that covered employers grant an eligible employee up to a total of 12 workweeks of *unpaid* leave during any 12-month period for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; **or**
- to take medical leave when the employee is unable to work because of a serious health condition.

Q Do I have any other benefits available to me since I work in Rhode Island?

While FMLA provides 12 workweeks of unpaid job protection, an eligible employee in the state of Rhode Island may extend the twelve (12) week period to one qualifying thirteen (13) consecutive week period during alternate calendar years and/or may qualify for an additional thirteen (13) consecutive week leave in the same year as the up to twelve (12) week leave.

In addition, Rhode Island provides income replacement for workers who take time off for their own condition, to bond with a newborn, adopted, or foster child, or to care for a seriously ill child, spouse, domestic partner, parent, parent-in-law or grandparent. You will receive additional information about how to file for Rhode Island Temporary Disability Insurance (TDI) or Rhode Island Temporary Caregiver Insurance (TCI) from Lincoln Financial Group after you file your leave of absence. General information about Rhode Island TDI and TCI are included in this packet of information.



Q What do I do if I need an FMLA leave or short-term disability (STD) benefits?

You should report your absence to your supervisor as soon as you are aware of the need for leave.

To report your claim or leave, you will need to contact Lincoln at 888-408-7300 or online at www.mylincolnportal.com. For first time users, you will need our company code ROGERWILLIAMS to set up access.

You may report an FMLA leave or STD claim up to 30 days in advance of a planned disability absence, or as soon as you are aware that you will be disabled due to illness or injury for 3 or more calendar days.

If leave is needed to care for a family member with a serious health condition, military leave, to bond with a newborn/foster/adoptive child or for your own intermittent leave, you may report leave when you will be out of work for 3 or more consecutive calendar days or as soon as you are aware of the need for intermittent leave.

After your claim or leave is reported to Lincoln, you will be evaluated for Short Term Disability, FMLA, and the Rhode Island Parental and Family Medical Leave Act. Lincoln will also provide you with information on how to file directly with the state of Rhode Island for additional TDI and TCI benefits.

Q What happens if I don't notify Lincoln of my absence?

You may not receive appropriate protection under FMLA and/or you may not receive short-term disability pay from Lincoln Financial Group. It may also offset any RWU sick leave time you may be paid.

Q Will I be assigned a case manager for the duration of my absence?

If your absence is for your own disability, you will be assigned a disability case manager who will assist you throughout the duration of your absence. You will also have an assigned FMLA leave specialist to answer any FMLA specific questions during your absence.

If your absence is for your own intermittent condition, to care for a family member with, to bond with a newborn or newly placed child or for military leave, you will be assigned an FMLA leave specialist only.

Q What if my absence occurs over the weekend or during non-business hours?

Lincoln is available 24 hours a day, 7 days a week to report your claim or leave. You can report a claim/leave and check its status through Lincoln's dedicated secure website, www.mylincolnportal.com. You can also visit www.mylincolnportal.com to check the status of your claim. Telephonic claim filing is available from 8am-10pm Eastern Time at 888-408-7300.



Q In the past, I've dealt directly with my HR representative at my company; can I still work with them?

Your HR representatives remain as resources to help you through the FMLA/STD process. They will be available to answer questions regarding the process, your RWU sick and vacation time, continuation of your RWU benefits and may be in contact with you during your leave. You will, however, be required to work with your Lincoln Disability Case Manager and/or Leave Specialist during your absence.

Q Who do I notify when I am able to return to work?

Contact your Lincoln Disability Case Manager and/or Leave Specialist as soon as your doctor releases you back to work. You should also contact Human Resources as soon as possible so they can also plan for your return. You will be required to get some documentation from your doctor, which should also list any work limitations you might have.

Q Are STD benefit payments made at the same time I am on an FMLA leave?

They may, if you qualify for the STD benefit. Lincoln Financial Group determines if you are eligible for STD benefits. *Please read the "Short Term Disability Benefit FAQ's" for more information.*

Q Can I receive RI TDI or TCI benefits if I am on an FMLA Leave?

You may apply for TDI or TCI benefits directly with the state of R.I.

Please read the attached "Rhode Island Temporary Disability Insurance" if you are out of work because of your own illness.

Please read the attached "Rhode Island Temporary Caregiver Insurance" if you are out of work because you are taking care of a seriously ill family member or to bond with a newborn or adopted child.

Rhode Island Temporary Caregiver Insurance (TCI)

On July 17, 2013, Rhode Island passed the Temporary Caregiver Insurance (TCI) making Rhode Island the third state, joining California and New Jersey, to adopt a paid family leave insurance law.

TCI insurance expands upon Rhode Island's existing Temporary Disability Insurance Program (TDI) and replaces the income of workers who take time off to bond with a newborn or an adopted or foster child, or to care for a seriously ill child, spouse, domestic partner, parent, parent-in-law or grandparent.

Under Rhode Island's TCI law:

- Employees are eligible for up to four weeks of paid leave per year.
- Employees are required to provide their employer with a 30 days written notice prior to the date the leave begins. Failure to provide notice may result in the delay or a reduction in benefits, unless the leave is unforeseeable.
- Employers may require employees to take TCI leave concurrently with leave taken under the federal Family Medical and Leave Act and Rhode Island's Parental and Family Medical Leave Act.
- Health insurance benefits remain in effect during the leave and employees are responsible for their share of the cost of providing the benefits.
- Employers must keep employees' claim information confidential in accordance with federal and state law.
- At the conclusion of the leave, employees are entitled to return to their former position or to a position with equivalent seniority, benefits, pay and other terms and conditions of employment.
- The TCI program went into effective January 5, 2014, and will be funded by payroll deduction.

Eligible Rhode Island employees may apply online at www.dlt.ri.gov/tdi or mail an application to TDI, P.O. Box 20100, Cranston, RI. An Employee who wishes to request an application be mailed to them, please call (401) 462-8420, and select option 1.

Please see your employer for additional information as it pertains to your request for TCI benefits.