

An Employee's Guide to Disability and Family Medical Leave Requests

From Lincoln Financial Group

Agenda

- Short Term Disability Benefits (STD)
- Long Term Disability Benefits (LTD)
- Family Medical Leave Request (FMLA)
- Reporting an STD Claim
- Reporting a Family Medical Leave request
- Filing a claim and/or leave via telephone
- What should you expect?
- Contact Information

Benefits

Short Term Disability (STD)

What is STD?

Short-term disability benefits provide income replacement if you are unable to work for longer than 3 days due to an illness or a non-work related injury that causes you to be unable to perform the functional responsibilities of your current position. Benefits will begin immediately if you are hospitalized.

Short Term Disability benefits are not available when taking an absence to care for a family member.

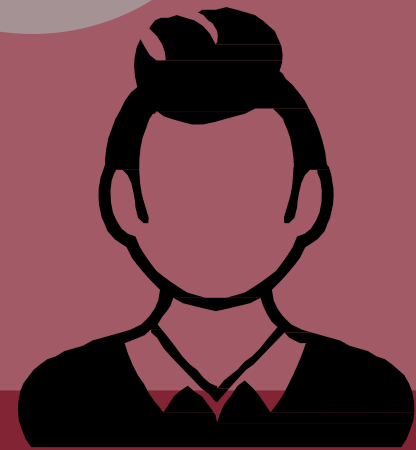


- 3 consecutive calendar days for an illness and non-work related injury



- Early reporting for pregnancy or surgery

What is an STD claim and when do I report it?



Long Term Disability (LTD)

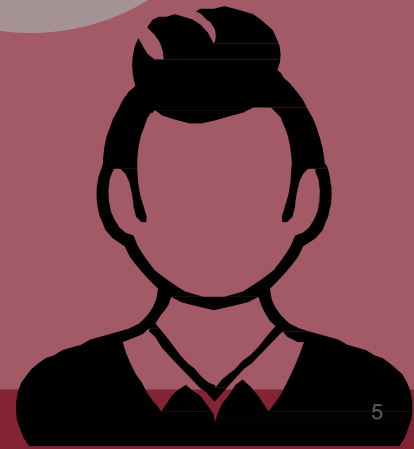
What is LTD?

Long term disability benefits provide income replacement to associates who remain disabled after the exhaustion of their short term disability benefits.

Short term disability benefits exhaust after 26 weeks.

If it appears you will remain disabled beyond the 26 week short term disability maximum benefit duration, your claim will automatically transition to long term disability.

What is an LTD claim and when do I report it?



What is FMLA ?

What is FMLA and when am I eligible?

FMLA or Family Medical Leave Act is a labor law requiring employers to provide employees unpaid leave for their own serious health conditions, to care for a sick family member, or to care for a newborn or adopted child. In order to be eligible for FMLA, you must have worked Modine for 12 months and worked at least 1,250 hours during the 12 month period immediately preceding the leave.

What is a qualifying event?

- Family member's serious illness
- Family member's military leave
- Your own intermittent leave
- Own serious health condition
- Care for newborn, foster, or adopted child

Family members include:

- Family member's serious illness
 - Spouse, Parent, Son or Daughter (includes adoption and foster care)
- Family member's military leave
 - Next of kin of a covered service member
 - Son or daughter is a covered service member or on covered active duty
 - Parent of a covered service member

How to Report an STD Claim and/or an FMLA Leave



Contact
Modine via
your normal
call in
procedures



Call Lincoln's
telephonic intake
number or submit
your absence
online



Print a copy of
your claim
reporting
instruction sheet



Sign/date your
medical release
form and give to
your physician
or provider for
your own
illness/injury



See attending
physician or
medical care
provider for
your
illness/injury

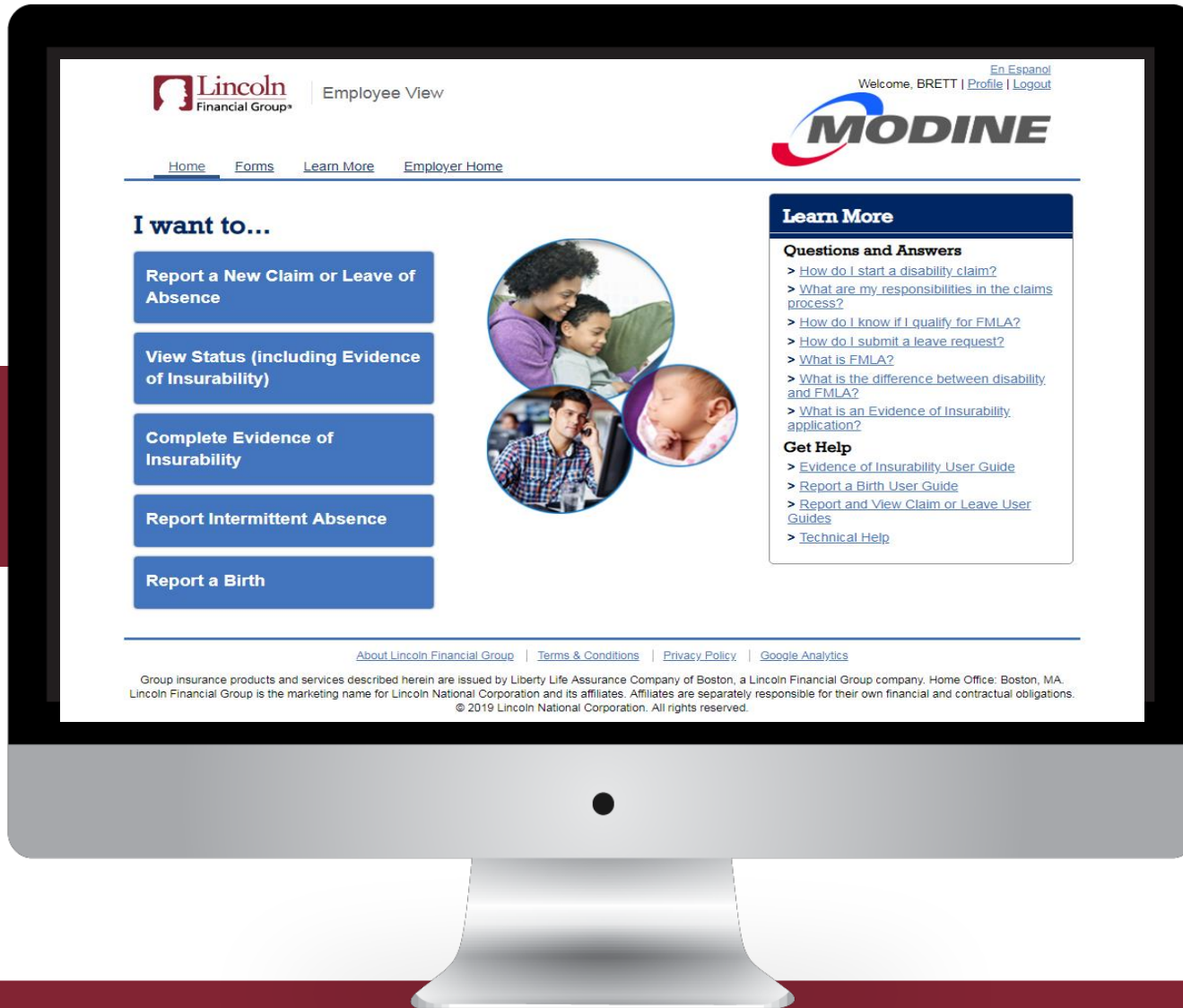
Claim/Leave Intake Line: 1-888-408-7300
MyLincolnPortal Company Code: Modine

How to **Register** Online

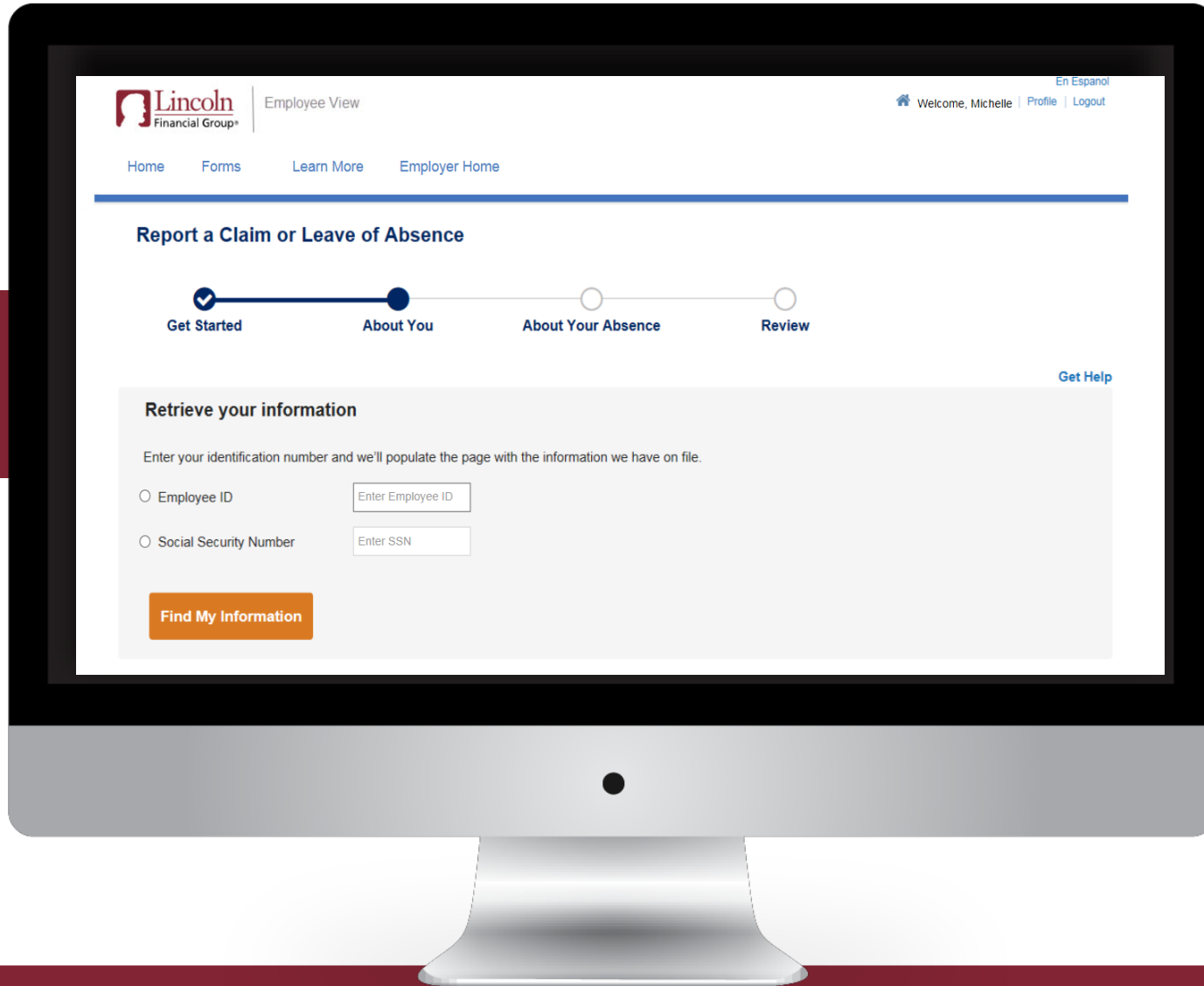
Company Code: Modine



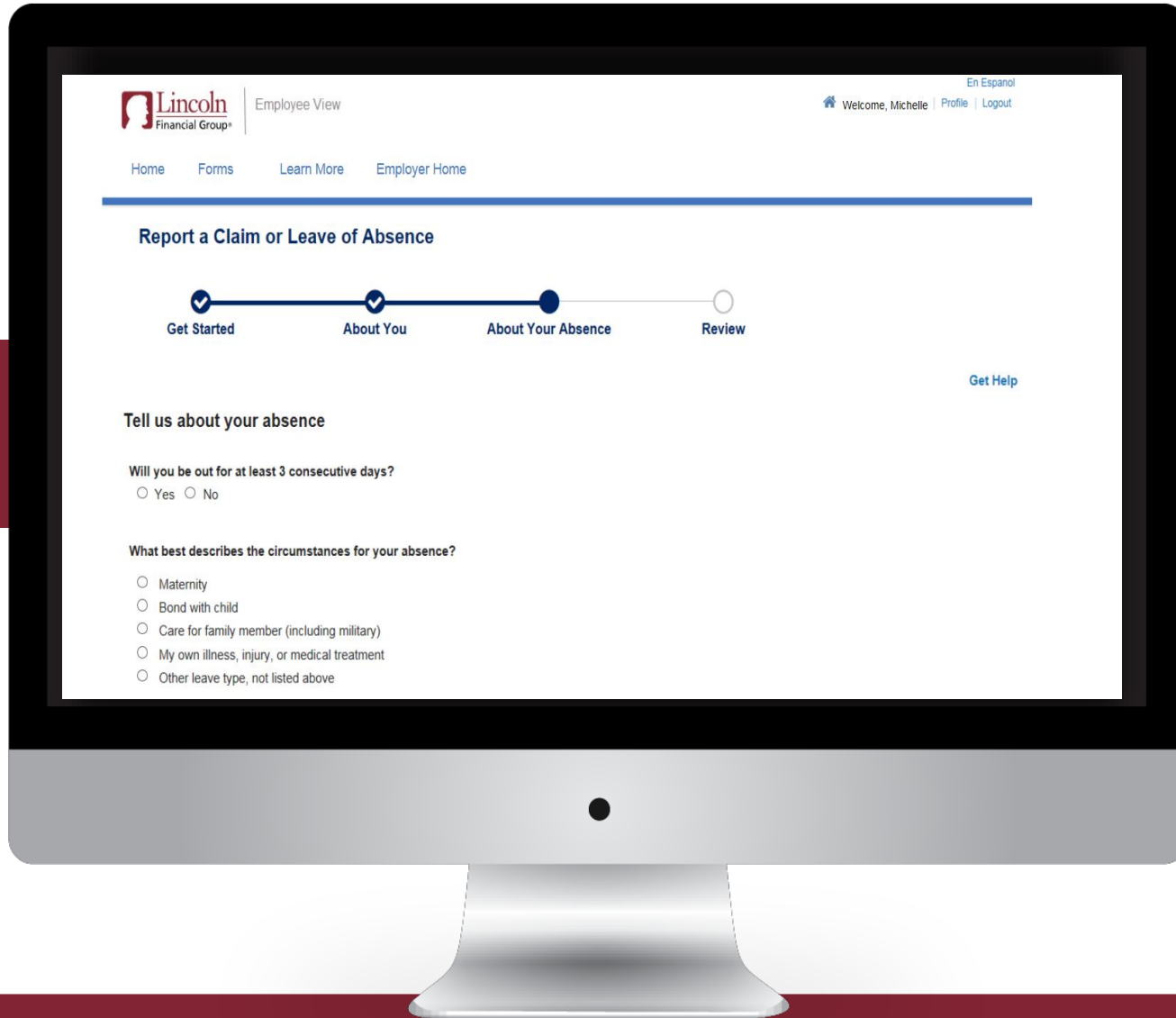
Filing a claim **Online**



Filing a claim **Online**



Filing a claim **Online**



Filing a claim **Online**

The screenshot shows a web browser displaying the Lincoln Financial Group portal. The page title is "Report a Claim or Leave of Absence". A progress bar at the top indicates the current step: "Medical Contacts" (the active step, marked with a blue circle) is followed by "Review" (marked with a white circle). The previous steps, "Get Started", "About You", and "About Your Absence", are marked with blue checkmarks. The main heading is "Where did you get assistance?". Below this, a sub-heading reads "Please provide us with the contact information for your physician to help expedite the processing of your absence request." There are three input fields: "Physician's First Name" (optional), "Physician's Last Name" (optional), and "Physician's Phone Number" (optional). At the bottom, there are four buttons: "Go Back" (blue), "Delete Application" (blue), "Save for Later" (blue), and "Continue" (orange).

Lincoln Financial Group® Employee View En Español [Welcome, Michelle](#) [Profile](#) [Logout](#)

[Home](#) [Forms](#) [Learn More](#) [Employer Home](#)

Report a Claim or Leave of Absence

Get Started About You About Your Absence **Medical Contacts** Review

[Get Help](#)

Where did you get assistance?

Please provide us with the contact information for your physician to help expedite the processing of your absence request.

Physician's First Name (optional)

Physician's Last Name (optional)

Physician's Phone Number (optional)

[Go Back](#) [Delete Application](#) [Save for Later](#) [Continue](#)

Filing a claim **Online**

Review [Get Help](#)

Please review the information below for accuracy before submitting your absence. To make any changes, select "Edit" to return to the appropriate section.

About You [Edit](#)

Social Security Number: *****0000	Residential Address 1: 100 Liberty Way
First Name: Michelle	Residential Address 2:
Middle Initial:	Residential City: Dover
Last Name: Roberts	Residential State: New Hampshire
Gender: Female	Country: United States
Date of Birth: 01/01/1980	Postal Code: 03820
Personal Phone: (000) 000-0000	Country of Employment: United States
Personal Email: Michelle.Roberts@Email.com	State of Employment: New Hampshire
Preferred method for non-confidential correspondence: Email	

About Your Absence [Edit](#)

Medical Contacts [Edit](#)

[Go Back](#) [Delete Application](#) [Save for Later](#) [Submit](#)

TELEPHONIC INTAKE



- Available for STD claims and/or Family Medical Leaves
- Toll free number 888-408-7300
- 24/7/365
- Live claims intake specialist

Telephonic Intake

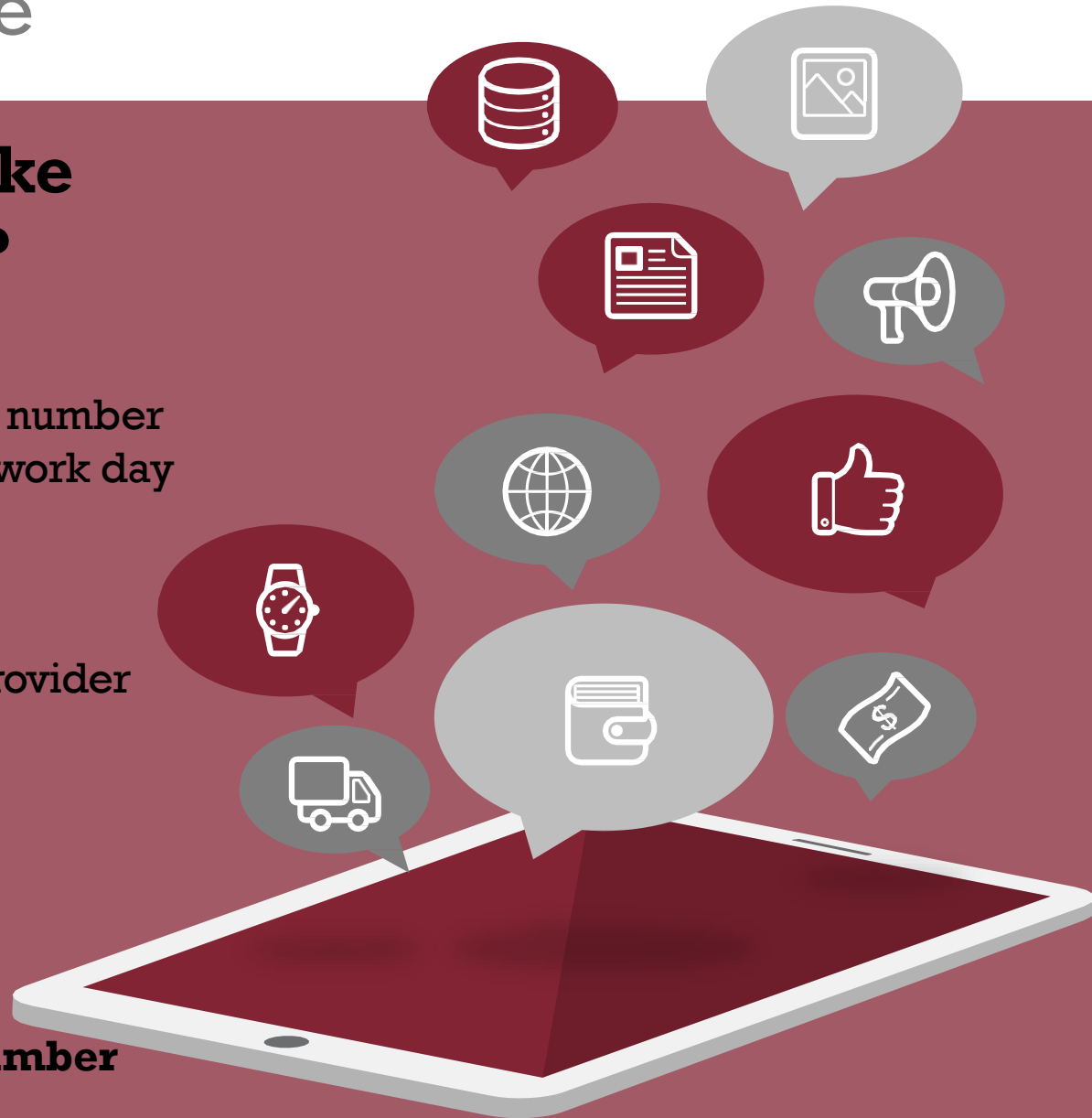
What will the intake specialist need?

You will be asked to provide:

- Name and Social Security number
- Last day worked and first work day absent
- Address and phone
- Employer's name
- Physician/medical care provider and phone
- Additional information

You will be provided:

- **Claim number**
- **Claim office telephone number**



What to **Expect**



3 Point Contact (You, Your Physician and Modine)

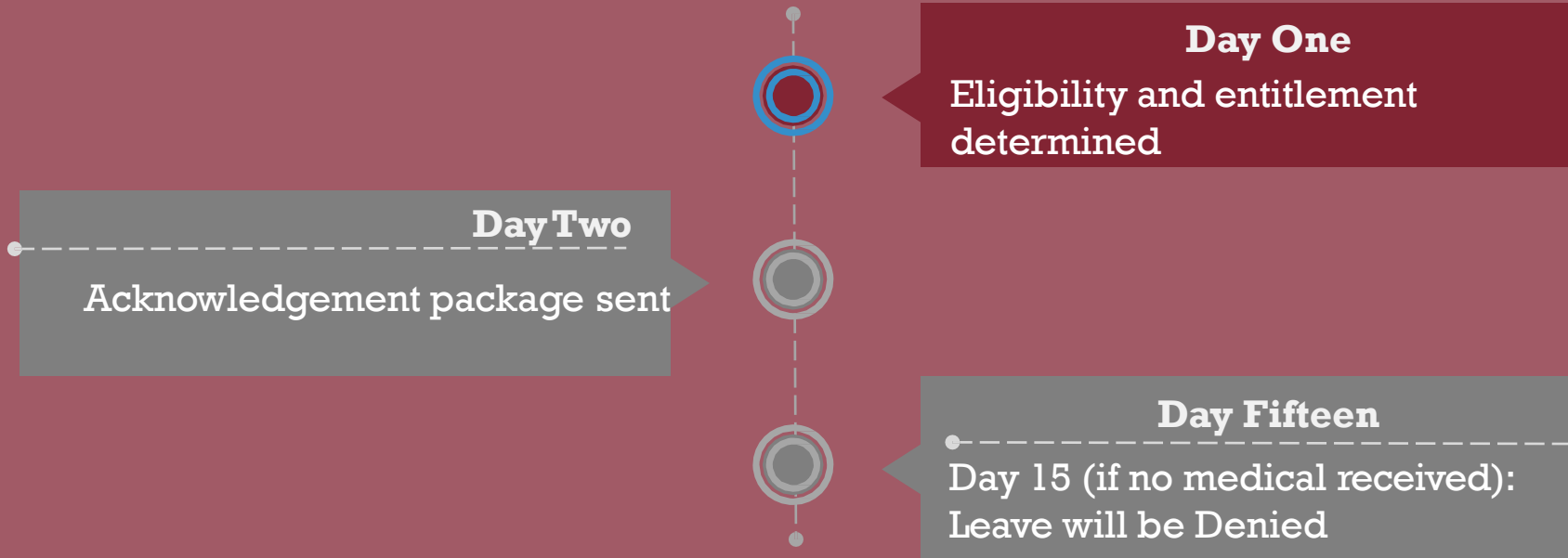


Ongoing Communication



Decision on STD claim/Family Medical Leave

What to expect for an **FMLA ONLY Leave**



FMLA Plan Provisions

Initial FMLA forms required: 15 days from the date the leave is requested

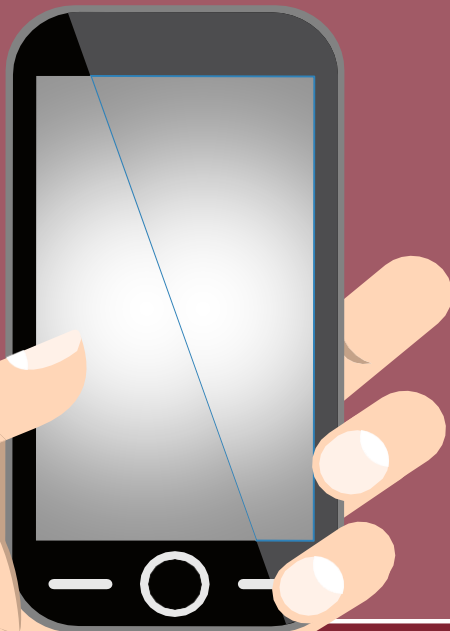
Once a new leave is reported, Lincoln will check to see if you have taken any FMLA time within your entitlement period. If you have used **FMLA** time, that amount will be deducted from your 12 week entitlement

Intermittent Time Reporting

Leaves may be taken **intermittently** or on a reduced **leave** schedule when approved.

What to do

- You must report your intermittent leave through Lincoln's Integrated Voice Response system or the MyLincolnPortal. In addition, call Modine to report your absence via your normal call in procedures
- If you are currently on a continuous leave and that leave changes to an Intermittent Leave you must call and report the intermittent leave.
- You must report your intermittent time usage to Lincoln Financial within 5 days of your absence.
- You will be required to complete a medical certification for a disability leave or birth certification for bonding or adoption leaves.



Intermittent Time Reporting



To Report Intermittent Time Taken

- 1. Call Lincoln's IVR Line at: 888-479-8494, Prompt #4**
- 2. www.MyLincolnPortal.com**
(Company Code: Modine)

Who to **CONTACT:**

General Benefit Questions?

Contact your Human Resources Department

To report a claim or leave

Call Lincoln Financial at 888-408-7300.

