

HOW TO REPORT A LEAVE OF ABSENCE

Seattle Pacific University Family and Medical Leaves (FMLs)

How do I report my FML claim?

Simply do one of the following:

- Call toll-free **888.84.Cigna (24462)** or **866.562.8421** (Español) between 7:00 am and 7:00 pm CST. A representative will walk you through the process.
- Online at **myCigna.com**:
 - Select the “Review my Coverage” tab from the header
 - Then select the “Disability/Leave of Absence” from the drop-down menu
 - Click on “Submit a request for a disability or leave of absence”

You also need to call your Supervisor and Human Resources Department on or before your first day of absence to report how long you plan to be absent.

How do I request an accommodation under the Americans with Disabilities Act (ADA)?

If you're having difficulty in performing your job due to a disability, you may qualify for an accommodation under the ADA. A reasonable accommodation is any work environment change to help a disabled individual perform their job duties. An accommodation may take a variety of forms:

- Additional time off
- Modified work arrangement
- Worksite accommodation

Leave as an accommodation is handled as part of the leave of absence process and provides coordination with any other applicable plans.

- Call toll-free **888.84.Cigna (24462)** or **866.562.8421** (Español) and a representative will walk you through the process.

When do I call?

Call Cigna as soon as you know you will be absent for any of the following reasons:

- **FML** – If you have a serious health condition where you can't do your job and you plan to be absent from work for:
 - More than three days in a row
 - Hours/day not in a row (intermittent)
 - A hospitalization for any amount of time
- Birth of a child and care for a newborn child
- Placement of a child with you for adoption or foster care
- Care for a spouse, child or parent with a serious health condition
- Qualifying exigency reason(s) due to a family member's military deployment
- Care for a family member who incurred a serious injury or illness in the line of active military duty
- Alternate state leave – for yourself or a family member, including state leave laws for crime victims and victims of domestic violence

Remember, even though you call Cigna, you still must call your Supervisor and Human Resources Department on or before your first day of absence to report how long you expect to be absent. Of course, always seek appropriate medical attention immediately. Your health and safety always come first.

If you need immediate medical attention, please call 911.

What information do I need?

Before you call or go online, please have this information handy:

- › Your name, address, phone number, birth date, Social Security number and reason for your leave

What if my injury/illness is work-related?

- › Workers' compensation runs concurrent with FMLA
- › Please contact your employer and your workers' compensation company

What happens next?

- › Cigna will contact you with information about your eligibility for FML and/or company leaves and your rights under the FMLA. They'll also provide instructions for any paperwork you must send Cigna to have your leave approved.

What should I do when it's time to return to work?

- › Call your Cigna claim manager to tell them your return-to-work date.

What if I can't return to work on the date my leave is expected to end?

- › Call your Cigna claim/leave manager to discuss your situation - they'll contact your doctor for an update.
- › Call your Supervisor and Human Resources Department to let them know when you plan to return to work.

What if I need more information?

Cigna has a an online resource

(Cigna.com/workwellness) that provides useful leave of absence information - from disability claim process, to FML, to managing conditions at work and how to access valuable programs offered with your plan at no additional cost to you.

Questions?

Call **888.84.Cigna (24462)** or for Español **866.562.8421**. A Cigna representative is available to help you between 7:00 am and 7:00 pm CST. you can also **chat live** with a Cigna representative on myCigna.com

Cut and carry for easy reference

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888.84.Cigna (24462) or 866.562.8421
(Español).

Visit: myCigna.com.

Please have this information handy:

- › Your name, address, phone number, birth date, Social Security number, date of hire.
- › Date of your claim and when you plan to return to work (your expected delivery date if you're pregnant).
- › Name, address and phone number of each doctor you are seeing for this absence.

