

Workers' Comp/Disability Leave Checklist

Action	Workers' Comp	Short-term disability claim	Maternity leave claim	Paid Family Leave claim	Faculty Paid Parental Leave claim	Date completed
1. One month prior to your leave notify your manager/HR Partner about your leave—discuss internal leave procedures, your eligibility for FMLA and CFRA, and topping off your pay while on leave	No	Yes	Yes	Yes	Yes	
2. Initiate a claim by calling Broadspire at following numbers: • Workers' Comp—(800) 495-2315 (if you are missing work due to WC injury you must also call in a disability claim) • Disability—(800) 495-2315	Yes	Yes	Yes	Yes	Yes	
3. If not receiving disability pay or not receiving enough pay to continue paying for your benefit premiums contact HR Service Center at (213) 821-8100 to make payment arrangements. Non-payment will result in cancellation of benefits after 60 days.	Yes	Yes	Yes	Yes	No	
4. Contact departments for which you wish to remove a payroll deduction (e.g., contact Transportation to remove your parking permit deduction)	Yes	Yes	Yes	Yes	Yes	
5. Complete and return the claims packet to Broadspire	Yes	Yes	Yes	Yes	Yes	
6. Make sure your physician faxes the Physician's Certification form to Broadspire at (770) 777-6415 (<i>Workers' Compensation fax</i>) and (859) 550-2172 (<i>Disability fax</i>). No disability pay will be processed if this form has not been received by Broadspire.	Yes	Yes	Yes	No	No	
7. Notify Broadspire when you deliver your baby	No	Yes	Yes	No	Yes	
8. Within 30 days of birth, add child onto your benefits via Workday (provide copy of hospital birth letter as provisional documentation); official birth certificate must be submitted as soon as received	No	Yes	Yes	Yes	Yes	
9. Provide Broadspire with proof of relationship to baby	No	No	No	Yes Fathers must provide for bonding	Yes	
10. Provide Broadspire with physician's note stating the duration and frequency of care required for a family member in your care	No	No	No	Yes Required to care for a seriously ill family member	Yes	
11. Provide Broadspire and your HR Partner with work status reports	Yes	Yes	Yes	Yes	Yes	
12. Provide Broadspire with your timecard at the end of every pay period (if you are on a reduced or modified work schedule)	Yes	Yes	Yes	Yes	Yes	

For information about your claim, benefit eligibility, or payment status, contact your Broadspire claim examiner.