



I. Short Term Disability (SDI)

How to file a claim

1. Employee contacts their department personal payroll administrator (PPA) to request [SDI claim form](#) and to file FMLA paperwork.
2. PPA will complete the employer portion of the claim form.
3. Employee is responsible for completing the employee information on the claim form and for having their physician complete their section and faxing it directly to disability insurance specialist (DIS) at (860) 769-6986.
4. Employee is responsible for filing the claim with DIS.

If Claim is approved

1. The employee and his/her PPA will be notified of the approved claim.
2. The PPA will submit the employee's timecard while he/she is out on short term disability.
3. If the employee anticipates their disability will continue past 12 weeks and they have long term disability (LTD) coverage, they should file an LTD claim. See section II and III.

If Claim is denied

1. The employee should use their vacation or personal leave time during their absence.

Return to work

1. When the employee is ready to return to work, he/she must provide a release from their doctor and give copies to their supervisor, PPA and to DIS. The employee must provide a full or partial release prior to returning to work.

II. Aetna Long Term Disability

How to file a claim

1. Employees covered under the Aetna LTD Plan must call 1-866-326-1380 to report their claim by phone.
2. Employees must complete the [release forms](#) and send to Aetna so they can request medical information from the employee's physician.

Approval of LTD

1. Aetna will notify human resources when an employee is approved for LTD.
2. Human Resources will notify the employee's HR consultant, PPA and payroll department of the approval of LTD.
3. Human resources will send the employee information on how to continue their health insurance and other voluntary benefits.

III. PEHP Long Term Disability



How to file a claim

1. Tier II firefighters must call [PEHP](#) at 801-366-7583 to report their claim.

Approval of LTD

1. PEHP will notify human resources when an employee is approved for LTD.
2. Human resources will notify the employees HR consultant, PPA and payroll department of the approval of LTD.
3. Human resources will send employee information on how to continue their health insurance and other voluntary benefits

Current References:

[SDI Claim Form](#)

[Release Forms](#)

[PEHP](#)

Approved and passed this 31<sup>st</sup> date of December, 2016