



## **I. Short Term Disability (SDI)**

Benefit eligible employees who are covered under the Plan B Personal Leave Plan have coverage under the Short-term Disability Plan through the Hartford.

### **How to file a claim**

1. Employee notifies their department and emails a request for leave to [leaverequest@slc.gov](mailto:leaverequest@slc.gov). Leave Team responds with an email including instructions for opening a claim with Hartford.
2. Hartford does intake for claims over the phone. Employee calls Hartford at 888-301-5615.
3. Employee gives Hartford their provider's contact information. Hartford contacts the provider.
4. Hartford contacts the city to verify employee information and opens the claim.
5. Hartford administers the claim and notifies the city if approved or denied.

### **If Claim is approved:**

1. The employee and his/her department will be notified with the dates of the approved claim.
2. The Benefits Team enters the approved dates in Workday, reimbursing personal, vacation or other banks used while the claim was pending for all departments (except Police and Fire who enter their own approval data.)
3. If the employee anticipates their disability will continue past 12 weeks, 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. They may also file an Appeal with Hartford.

### **Return to work:**

1. When the employee is ready to return to work, they must provide a release from their doctor and give copies to their supervisor, email the Leave Team, and notify Hartford. The employee must provide a full or partial release prior to returning to work.

## **II. Long Term Disability (LTD)**

All employees who are members URS Tier I Public Safety System are covered for LTD with the Hartford.

### **How to file a claim**

1. Employees who have been on short term disability (SDI) with Hartford may transition to long term disability. To confirm or open an LTD claim, employee calls the Hartford at 888-301-5615.
2. Hartford will respond requesting additional information and open a claim.

### **Approval of LTD**

1. Hartford will notify the HR Benefits Team when an employee is approved for LTD.
2. The Benefits Team will notify the employee's HR consultant, department and payroll of the approval of LTD.



3. The Benefits Team will send the employee information on how to continue their health insurance and other voluntary benefits.

### **III. PEHP Long Term Disability**

Employees who are members of the URS Tier II Firefighters System are covered under this Long-term Disability Plan.

#### **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