

REQUEST A LEAVE WITH CONFIDENCE



THE HARTFORD MAKES IT EASY TO REQUEST LEAVE

Step 1: Know when it's time to request a leave

If you're absent from work, we can advise you on when to request a leave. If your absence is scheduled, such as an upcoming hospital stay, call us 30 days prior to your last day of work. If unscheduled, please call us as soon as possible.

Step 2: Have this information ready.

- Name, address and other key identification information
- Name of your department and last full day of active work
- The nature of your claim or leave request
- Your treating physician's name, address, phone and fax numbers
- Your manager's or HR representative's name and phone number

Step 3: Make the call or file online

With your information handy, call The Hartford at 1-877-417-2556 or file online at thehartford.com/mybenefits. You'll be assisted by a caring professional who'll take your information, answer your questions and file your claim or process your leave request.

EL CAMINO HOSPITAL
Policy Number: 402989

Your leave management program
is managed by The Hartford.

TO REQUEST LEAVE

1-877-417-2556
Monday-Friday 5am-5pm PST
Policy #: 402989

WWW.THEHARTFORD.COM/MYBENEFITS

If you're absent from work, we can advise you on when to request a leave. If your absence is scheduled, such as an upcoming hospital stay, call us 30 days prior to your last day of work. If unscheduled, please call us as soon as possible.



continued





HOW TO REQUEST A LEAVE

GET SUPPORTIVE ASSISTANCE

Even after you have requested a leave, we may be in touch to check your progress, answer questions or obtain additional information from you. Our goal is to offer a smooth and hassle-free experience until you return to work. Feel free to also call us with anything that's on your mind. We're here to help.

RELAX AND STAY POSITIVE

You have the assurance of our knowledge, experience and understanding of what you are going through. We're with you all the way, so you can receive the benefits you qualify for and get back to your life.

QUICK FACTS

The Hartford's goal is to help get you through your time away from work with dignity and assist you in any way we can. Keep the card below in a safe place for future use. We'll be there when you need us.

**FOR MORE INFORMATION, PLEASE CONTACT THE HARTFORD'S
TOLL-FREE NUMBER 1-877-417-2556**



WHEN YOU CALL, THE HARTFORD WILL ASK YOU TO PROVIDE:

- Name, address and other key identification information
- Name of your department and last full day of active work
- Your treating physician's name, address, and phone and fax numbers
- The nature of your claim or leave request
- Your manager's or HR representative's name and phone number

This card is not proof of insurance.

The Hartford® is The Hartford Financial Services Group, Inc. and its subsidiaries, including underwriting companies Hartford Life and Accident Insurance Company and Hartford Fire Insurance Company. Home Office is Hartford, CT. The Hartford is the administrator for certain group benefits business written by Aetna Life Insurance Company and Talcott Resolution Life Insurance Company (formerly known as Hartford Life Insurance Company). © 2021 The Hartford.

Disability Form Series includes GBD-1000, GBD-1200, or state equivalent. The policy number is 402989

5445 NS 03/21