

Short Term Disability Process

If you have Questions or need assistance, call 1.888.299.2070 (8am - 6pm EST)

General and Assistant Managers Only

- Notify Supervisor of need to take leave; Give as much notice as possible. File a claim:
 - Email Benefits Manager to receive your STD claim packet.
 - Complete, sign and date the necessary forms. Information you will need:
 - Group Policy Number:** 306534 **Company Name:** Celebration Restaurant Group
 - Send the completed Employee portion of the form to benefits@celebrationrg.com via your personal email
 - Take the Physician form to your doctor for them to fill out and return to UHC.
 - Notify your Supervisor of any vacation time you would like to use if you have any available.
 - UHC will send you 60% of your base pay directly to home address or direct deposit if set up
 - Answer any calls you may receive from UHC. They will be reaching out to provide additional help and support: Wellness Coaching, Pregnancy Support, Care Coordination, etc.
 - Stay in touch with your Supervisor on your recovery and eta on return to work

Area Coach/Region Coach

- Supervisor assures the first week EE is out, is coded to sick leave and places EE on inactive status via UltiPro
- AC/Supervisor simply emails payroll to request the number of hours EE wishes to use.
- Supervisor notifies Benefits Manager of the last day the EE worked (this info is needed for Employer portion of disability claim application)

Benefits Manager

- Benefits Manager submits Employee & Employer portion of claims application to UHC after Employee portion is received.
- Benefits Manager will send EE Family Medical Leave Notice once EE name appears on bi-weekly LOA report. The information sent will include instructions on actions EE needs to take to submit EE portion of benefits premium while out on leave.

Return to Work

- Once EE is released to return to work, they must provide written documentation from doctor to Supervisor. Supervisor then moves the employee from inactive to active status in UltiPro.
- If EE has been released to Light Duty, you must provide restrictions in writing to Supervisor. Your Supervisor will notify payroll of light duty situation. Payroll will pro-rate pay based on hours worked. The balance of the hours need to be reported to UHC who will pay the remainder of the 60%.

Example: John works 20 hours and makes \$30,000 annually/\$577weekly, \$14.42 hourly:

$20 \times \$14.42 = \288.40 is what InfoSync will pay him

$20 \times \$14.42 = \$288.40 \times 60\% = \$173.04$ is what UHC will pay John.

Transition to Long Term Disability

Getting close to your maximum Short Term Disability (26 weeks)?

Here's what to expect:

- You will receive a letter from UHC.
- Your current STD specialist will reach out to you.
- UHC will transfer the STD to LTD
- Your NEW LTD specialist will contact you (and employer) regarding any new documentation needed.
- Employment with the company at that time will end.
However, you can reapply when released back to work.