



SHORT TERM DISABILITY PROCESS

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

ARLs, RGMs, and Assistants Only

01

- Notify Supervisor of need for leave and file your claim:
- Email Benefits@celebrationrg.com or
- Go to www.crgbenefits.com use code crgx2024,
 - Go to Benefits -> Disability Insurance -> click on the Download needed to receive your STD claim packet.
- Complete, sign and date
 - **Group Policy** : 306534
 - **Company Name**: Celebration Restaurant
 - Send your employee portion to benefits@celebrationrg.com
 - **Physician Form**: Doctor sends directly to UHC
- Uploading Form(s) and Tracking Claim:
 - You can upload your forms directly to UHC by going to www.myuhcftp.com using your regular *myuhc login*, go to claims, click on your claims number and upload paperwork.
 - If you do not have our insurance and need to set up an account, please call 888.299.2070

Benefits Manager

02

- Submit Employee & Employer portions of claims application to UHC after Employee portion is received.
- Benefits Manager will send EE Family Medical Leave Notice

Return to Work

03

- Provide written documentation from doctor to Supervisor stating restrictions if any.
- If released to Light Duty, 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, \$14.42hrly

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

Getting close to your maximum Short Term Disability (26 weeks) - Here's what to expect:

- 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 will end. However, you can reapply when released back to work.