

To ensure your disability proceeds as smoothly as possible, please follow these steps:

- 1. Notify your Supervisor and Department Benefits Representative (DBR)** – You are responsible for notifying your supervisor and DBR about the length of time you expect to be disabled and request approval for a leave of absence. You should also request information from your DBR regarding the Family Medical Leave (FML) and obtain the required approval from your supervisor.
- 2. Electing Disability Benefits** – Log on to the [My Lincoln Portal webpage](#) on your last day worked to report your claim by creating an account and enter the Company Code ID: **University**. For your convenience, this secure website is available 24 hours a day, 7 days a week. For further information please see the Reporting your Disability Claim Online form. Please provide your physician with The Reporting Your Disability Claim Online form
- 3. File for State Disability Insurance (SDI) if You Have 18 Months or Less of University Service** – If you have 18 months or less of University service, you are required to file for SDI in addition to your Lincoln Financial Group claim. SDI forms can be obtained at your physician's office or by calling the Employment Development Department (EDD). For more information, please contact the State Disability Office at (800) 480-3287 or log on to <http://www.edd.ca.gov>. Lincoln Financial Group requires a copy of the SDI award letter from EDD before they can pay full benefits. If you are awarded SDI benefits, Lincoln Financial Group disability income will be adjusted accordingly.
- 4. If You Have an Outstanding Loan (403B)** – Please contact Fidelity Investments directly at (866) 682-7787 to make monthly payment loan arrangements.
- 5. Make Sure Your Benefit Insurance Coverage Continues** – Your Leave Administrator will be able to provide you premium information, assist in de-enrolling your benefits while on leave, and reinstating benefits upon return from leave. The UCPath Center is responsible for sending the direct billing statements. Questions regarding the direct billing statement status or payment information, please contact the UCPath Center at 855-982-7284.
- 6. If You Need to Extend Your Disability** – Notify your Supervisor, Lincoln Financial Group and your Lincoln Financial Group Manager to extend your disability. You must contact Lincoln Financial Group directly for information on the extension of your disability. It is the responsibility of the employee to provide to the department a written notice from the attending physician, which states the duration of the extension.
- 7. Enroll in Depcare FSA (if applicable)** – The Dependent Care Flexible Spending Account allows you to pay for eligible dependent care expenses on a pretax-salary-reduction basis. If you are currently enrolled in DepCare and you go on leave without pay, your contributions to the DepCare Account stops. While on leave, you may continue to submit claims for expenses incurred before the leave. To continue after tax contributions through COBRA, contact WEX at (844) 561-1338 for assistance.

8. **If You Are Enrolled in Health FSA** – If you are currently enrolled in the Health Flexible Spending Account and you go on leave without pay, your contributions to the plan stops. While on leave, you may continue to submit claims for eligible expenses incurred before the leave. To continue after tax contributions through COBRA, contact WEX at (844) 561-1338 for assistance.
9. **When You Are Released to Return to Work** – You must provide your department with a written release notice or the FML Return to Work Certification from your physician in order to return to work. If you have any work limitations or restrictions, please contact Ariel Caluag at ariel.caluag@ucr.edu prior to returning to work.
10. **Catastrophic Leave Sharing** – Catastrophic Leave Sharing may be available to you for the disability waiting period. Program guidelines may be accessed online at <https://hr.ucr.edu/employee-resources/catastrophic-leave-sharing-program#->. Please contact catleave@ucr.edu with any questions.

Employee Name:

Employee Signature:

Date:

Note: When you file for disability benefits make sure to verify with transportation and parking services and any organizations for which you have payroll deductions so that you may cancel deductions while out on disability. Be sure to contact these same organizations when you return back to work to re-enroll.