

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

- 1. Notify Your Supervisor and Leave Administrator** – You are responsible for notifying your supervisor and Leave Administrator 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 Leave Administrator regarding the Family Medical Leave (FMLA), Pregnancy Disability Leave (PDL) and California Family Rights Act (CFRA) 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.
- 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. Continuing UC Benefits** – 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 and Leave Administrator. If you are experiencing pregnancy complications after the birth of your child, please contact 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. Enrolling a New Dependent** – Please logon to the UCPath Portal > Employee Actions > Health and Welfare > Life Event and follow the prompts to complete the life event. UC requires all faculty and staff who enroll family members into medical, dental and/or vision insurance plans to provide supporting documents to verify the family members' eligibility for coverage to UnifyHR.
- 8. Physician Office and Hospital Co-Payments** – Your prenatal office visits are waived if you are enrolled in an HMO medical plan. If you are enrolled in an HMO plan, your hospital copayment to deliver your newborn child will be \$250. For the first two years the baby wellness office visits are waived.

9. **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.
10. **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.
11. **When Your Pregnancy Disability Benefits End** – You must provide your department with a written release note or the FML Return to Work Certification from your physician in order for your CFRA leave to begin. When returning to work, if you have any work restrictions or limitations, please contact Ariel Caluag at [ariel.caluag@ucr.edu](mailto:ariel.caluag@ucr.edu) prior to returning to work.
12. **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](mailto:catleave@ucr.edu) with any questions.
13. **Lactation Program** – UCR provides lactation rooms throughout the campus. We also have breast pumps to loan out if you have a more convenient option closer to your workspace. You may find information regarding the program at <https://hr.ucr.edu/employee-resources/lactation-accommodation-program>. Please contact [lactationprogram@ucr.edu](mailto:lactationprogram@ucr.edu) with any questions.

Employee Name:

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Employee Signature:

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Date:

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**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.