

The Process: FMLA Requests and Processing Transition to UNUM

<p>1</p>	<p>Employee contacts Supervisor & Unum</p>	<p>Employee notifies supervisor of the need to request FMLA including dates of leave and duration.</p> <p>Employee contacts Unum to begin leave process via phone, web, or app. Unum works with the employee to collect information for the leave process.</p> <ul style="list-style-type: none"> • Phone: (866) 779-1054; Hours: Monday - Friday, 8:00 a.m. – 8:00 p.m. EST • Website: www.unum.com/claims <p><i>UNUM will notify HR that the employee has initiated an FMLA request and HR will notify supervisor.</i></p>
<p>2</p>	<p>Employee submits required documentation</p>	<p>If eligible for FMLA, Unum provides the employee with the required FMLA paperwork. The employee has 15 calendar days to submit documentation directly to UNUM.</p> <p>After submission, UNUM reviews documentation and provides a decision within five calendar days.</p> <p>This timeline remains unchanged.</p>
<p>3</p>	<p>Approval/Denial Notification</p>	<p>Unum sends approval or denial notification to the employee.</p> <p><i>UNUM will notify HR of the decision and HR will notify supervisor.</i></p>
<p>4</p>	<p>Intermittent & Continuous Leave</p>	<p>Continuous Leave: The employee and/or department is required to enter absence into the timesheet/leave report. This process remains unchanged.</p> <p>Intermittent Leave: The employee will be responsible for contacting both Unum and their supervisor to report FMLA-related absences. If the employee does not contact Unum, the absence may not be protected under FMLA. The Unum Customer App is a quick and simple way report an intermittent absence.</p> <p>The employee and/or department is required to enter intermittent absences into the timesheet/leave report as the absences occur.</p> <p><i>Employee should remain in contact with supervisor regarding your pay during FMLA leave.</i></p>
<p>5</p>	<p>Return to Work Process for Continuous Leave</p>	<p>Unum will call the employee 5-7 days before their return to work to verify the return date and discuss any changes.</p> <p>The employee must submit a Return to Work Certification (provided by Unum) to HR at least two business days prior to their return date. If the certification is not received within two business days prior to returning, the day of return may be delayed.</p> <p><i>HR will notify the supervisor and Unum of the employee's expected return to work date.</i></p>