



Washington University in St. Louis

The Washington University, Family and Medical Leave, Caregiver and Parental leaves are administered by Unum for Postdoctoral Associates.

HOW DO I REQUEST A LEAVE/CLAIM?

You can file a request for FMLA, Short Term Disability or Caregiver/Parental Leave by:

- **Calling Unum at 1-866-371-5723** 7:00am to 7:00pm CST Monday – Friday. A Unum representative will walk you through the process
- Register for an online account via www.unum.com/claims;
- Downloading the free Unum Customer App and following the instructions.

WHEN DO I CONTACT Unum?

Always follow WUSTL's normal call in policy and notify your manager or supervisor of your absence from work.

You must report a new leave within 14 calendar days of your first absence. Otherwise, your leave under the FMLA and/or State leave law, where applicable, may be denied.

You may report a leave up to 30 days in advance of a planned absence OR as soon as you are aware that you will be absent for any of these reasons:

- You expect to be absent for more than 3 consecutive business days.
- Your health care provider has determined you are unable to work due to illness, injury or pregnancy.
- To care for a family member who has a serious health condition.
- To care for a child due to birth, adoption or foster care placement.
- A qualifying exigency leave.
- To care for family member who has incurred a serious illness or injury incurred in the line of duty on active duty in the Armed Forces (includes the National Guard or Reserves).
- For any other type of leave that may be covered by applicable state leave laws.

WHAT INFORMATION WILL I NEED TO PROVIDE?

1. Your full legal name, social security number or employee ID number, home address, phone number, date of birth and marital status

2. WUSTL's Policy #: 427249
3. Occupation (or job title) and Supervisor's name
4. Your last day worked and your first day absent from work due to your claim and/or leave request and the day you plan to return to work
5. Healthcare provider name, address, fax and phone number of each provider you are seeing for this absence

WHAT OTHER INFORMATION MAY BE REQUESTED?

A brief description of your medical condition including cause of condition (illness or injury), date of injury or beginning of illness, and whether it's work-related.

The date of your first visit, your most recent visit, and your next scheduled visit with your healthcare provider for this condition.

Prompt and complete information from you and your healthcare provider which will help ensure a timely decision and payment if you are eligible.

WHAT HAPPENS NEXT?

Once all the required information is received and reviewed by the leave event specialist, a decision will be made to approve or deny your claim within 5 days of receipt of complete claim information.

If approved, Caregiver/Parental benefit payments are paid by WUSTL.

Your leave and claim status is available 24/7 through unum.com/claims. Your leave event specialist will provide written updates on your claim status. Unum may require additional medical information to better understand your claim. The timing of the decision depends on how quickly the information is received. Unum will partner with you to gather all required information for the duration of your claim.

WHAT DO I NEED TO DO IN ORDER TO RETURN TO WORK?

Be sure to notify your manager and Unum of the date you plan to return to work.

You are required to provide a Return to Work release/Fitness for Duty form from your provider if your absence is due to your own health condition.

Provide a copy of the release form to your manager and WUSTL's Leave Team at mytimeoff@wustl.edu.

WHAT IF I HAVE QUESTIONS?

Contact your leave event specialist for any questions or concerns about your leave or claim by submitting them through your web services account or calling our toll-free number: 1-866-371-5723.

If you have general questions about WashU's Parental/Caregiver policy, please contact the Benefits Leave team at mytimeoff@wustl.edu.