

Preparing for Leave/Disability?

Your Next Steps - Checklist

Notify your Manager or local Human Resources of upcoming leave.

Within 30 days of your leave date, file your STD claim by downloading the Matrix eServices Mobile App, visiting matrixabsence.com or calling **1-877-202-0055**.

Have this information ready to submit to Matrix:

- Personal information (Name, address, last 4 digits of SSN)
- Job information (title, description, supervisor, date of hire, last day worked)
- Disability information (when starts)
- Provider information (contact information for each medical provider)

Within 24 hours after submitting your claim, you will receive an Absence Packet with the documentation that Matrix requires as well as a Medical Authorization form. Matrix needs this authorization to contact your providers for medical certification of your claim.

Within 15 days of reporting your claim to Matrix, submit the required documentation listed in the Absence Packet for approval.

Things to Consider

Review the **How to File a Leave of Absence Claim** or **How to File a Short-Term Disability or FMLA Claim** documents.

Watch the helpful videos on **How to File a New Leave of Absence Claim** and **What to Expect During the Claim Process**.

Check out the leave and disability benefits to understand your paid and unpaid options.

