

DISABILITY PACKAGE

Enclosed are 4 forms:

- 1) Short term disability claim form
- 2) F.M.L.A application form
- 3) F.M.L.A. request form
- 4) Union Dues Wavier form

1) The short term disability claim form has 2 sections to be filled out – the 1st page is for you to fill out and the 2nd page is for the Dr. to fill out.

Once the form is completed, Fax or mail (we recommend mailing it) to the address located on page 2.

If mailed, be sure to send it certified/return receipt! The claim will be processed much quicker that way!

2) Depending on your needs (self, family or Military) The FMLA application form generally has 3 sections to be filled out:

Section 1 by the Employer

Section 2 by the Employee

Section 3 by the Health Care Provider (treating physician)

Once the form is completed, it needs to be given to the Medical Office located at 1 Hamilton Rd, Windsor Locks Ct. 06096. You can contact the medical office for direction on how to deliver the paperwork. I.E. Fax, certified mail, or hand delivered by you or a designee.

The medical office phone # is 654-2257; Fax # is (860) 654-5816.

FMLA Coordinator Contact number is 860-654-2676.

3) You need to fill out the 1st page of the form and check off the reason according to your personal needs. This form, if possible, should be submitted 2 weeks prior to a known illness. (I.E. surgery)

- Personal serious illness = self
- Serious illness of your child, spouse, or parent.

The 2nd page needs to be signed by you and your supervisor. Once the application is completed, your supervisor will submit it to medical. In case of an accident or emergency, it can be sent along with your completed FMLA application form.

4) For union members missing a majority of the month due to a serious illness or disability (I.E. less than 50% of the working days in the month you were out). Your dues will be reduced to \$2.00 per month. Fill out the form and deliver to the union hall located at 2 Concorde Way, Building 4, P.O. Box 3218, Windsor Locks, Ct. 06096. (FAX # 860-292-8506.)

If you have ANY questions feel free to call the hall at any time. The phone number is (860) 292-8577. You'll want to talk to Roger Nadeau at Ext. 10, he'll be able to answer any of your questions or direct your concerns to another party.

Contact your supervisor to notify him with your return to work date when you get the OK to return to work. Make sure your doctor supplies you with a "return to work" form with any restrictions if applicable. You will need to report to medical your first day back with this paperwork.

As always remember to make copies of everything for your records