

Employee Checklist for Short Term Disability Leave (Maternity)

Prior to Childbirth	
<input type="checkbox"/>	Notify your manager and your leave of absence Specialist or local HR Office of your need for Maternity Leave at least 30 days in advance of your anticipated last day of work, if possible, to discuss your options.
<input type="checkbox"/>	Visit HARVie (http://hr.harvard.edu/disability) to learn about STD benefits (http://hr.harvard.edu/files/humanresources/files/std_overview.pdf) and read “ Reporting Your Short Term Disability Claim ” for information about filing a STD claim.
<input type="checkbox"/>	Call Lincoln Financial Group (“Lincoln”) at 844-600-3978 or go to www.MyLincolnPortal.com to initiate the claim process within 4 weeks of your anticipated due date.
<input type="checkbox"/>	Lincoln will send you a Maternity Acknowledgement letter to confirm initiation of your claim.
<input type="checkbox"/>	Review “Leave for Birth” within the Family Medical Leave (FML) policy, located on HARVie at http://hr.harvard.edu/staff-personnel-manual/time-away-work/family-medical-leave
<input type="checkbox"/>	Complete the Certification of Healthcare Provider Form provided by HR. Return it to your leave of absence specialist or local HR Office within 15 days.
<input type="checkbox"/>	Review “What Happens When You Have a Baby “located on HARVie at http://hr.harvard.edu/forms-documents .
<input type="checkbox"/>	Respond promptly to information requests from Lincoln, your leave of absence specialist, local HR Office and your department.
After Childbirth	
<input type="checkbox"/>	Contact Lincoln (844-228-2501) with your child’s date of birth or report the birth online at www.MyLincolnPortal.com .
<input type="checkbox"/>	If you are adding your child to your benefits, you must call Harvard Benefits at 617-496-4001 or email benefits@harvard.edu within 30 days of your child’s birth to report the birth date. A PeopleSoft event will be created and a packet will be mailed to your home.
<input type="checkbox"/>	Make your benefits elections online in PeopleSoft Self-Service within 30 days of your child’s birth date. In order for the enrollment to be complete, you must submit a copy of the Birth Certificate or Statement within the 30-day window.
<input type="checkbox"/>	Lincoln will send you an Approval letter with the start and end dates of your STD benefits. The letter will also note any responsibilities you may have while on leave.
<input type="checkbox"/>	If there are medical reasons why your pregnancy caused disability before you delivered, or to be eligible for benefits beyond the standard duration of 8 weeks, you must provide medical documentation to Lincoln to extend STD benefits. You will also be required to provide a written return to work clearance from your doctor if benefits are extended beyond 8 weeks.
<input type="checkbox"/>	Notify your leave of absence specialist or local HR Office if you are submitting medical documentation to extend your disability beyond 8 weeks.
<input type="checkbox"/>	Contact your leave of absence specialist or local HR Office 7-10 business days prior to your return date to authorize your return to work.