

## Request for Leave of Absence Instructions

As a valued team member of Orlando Health, we want to provide you with information on how to submit a request for leave of absence. Your disability and leave management programs are managed by The Hartford, a leader in disability and leave services.

Team members must notify The Hartford of the need for a continuous or intermittent leave of absence in one of three ways:

1. Call The Hartford at 1.800.549.6514 Monday through Friday from 8am to 9pm.
2. Register on-line at [TheHartfordatwork.com](http://TheHartfordatwork.com)
  - Step 1: Go to [www.thehartfordatwork.com](http://www.thehartfordatwork.com)
  - Step 2: Click on Register Now!
  - Step 3: Enter Personal Information (first name, last name, etc)
  - Step 4: Create a User ID/Password and select a hint question/answer (to be used to self-service should the user forget their User ID/Password)
  - Registration complete!
3. Download the *My Benefits* mobile app through the Apple App Store or Google Play Store.
  - Search for “My Benefits at The Hartford” and download app
  - Log in, if already registered at [TheHarfordatwork.com](http://TheHarfordatwork.com)
  - If not, register through mobile app

### Have this information ready when you file for a leave of absence

- Name, address, and other key identification information.
- Name of your department and last day of active full-time work.
- Your manager's name and phone number.
- The nature of your claim or leave request.
- Your treating physician's name, address, and phone and fax numbers.
- If enrolled, short term disability policy number 678144.

### Reminders

- Notify both your manager and the Hartford to report any time missed from work that is related with an Intermittent Leave of Absence.
- Provide the Orlando Health Benefits Department with your **return to work release** from your physician prior to your first scheduled work shift after a continuous leave of absence. The release can be faxed to the Benefits Department at 321.843.8710.

