



BENEFITS BULLETIN

U.S. National Employee Services Center
For Hourly Employees

April 25, 2008

Change in Medical Leave Filing Procedures and Disability Claim Filing Process

Effective Thursday, May 1, 2008, the Medical Leave and Disability Claims reporting procedure will be changed based on the 2007 National Negotiations. The new procedure will integrate the medical leave of absence reporting process with the disability claim reporting process at UniCare.

Read this Bulletin and retain for future reference. You will need this information if/when you initiate a medical leave any time in the future.

New Medical & Disability Claim Filing Process Procedure

Prior to May 1, 2008, an employee initiating a medical leave was required to contact both their local Medical Department and UniCare. The process has been streamlined so that employees are only required to contact one area (UniCare's special medical leave reporting number) to initiate both a medical leave with the Company and a disability claim at UniCare.

If you require a medical leave on or after May 1, 2008, you must follow the steps of the new procedure explained on the reverse of this Bulletin (page 2).

Important! Failure to follow the new process could impact your employment status, create delays in disability claim processing, and/or cause denial of your disability claim by UniCare.

Requirements for a Medical Leave Remain Unchanged

The requirements for a medical leave of absence remain unchanged:

- If you are absent from work for three (3) or more days due to a medical condition, you must request a medical leave of absence.
- You must notify the Company of your need for medical leave within five (5) days of your last date of work. A call to the new toll-free number identified on page 2 of this Bulletin will satisfy this requirement if completed within the required timeframe.
- Medical justification for your absence must be provided to your work location within 14 days of your last date of work.

Contacts for Assistance

If you have questions regarding the new process, please contact UniCare at:
1-800-572-1581 or your local Union Benefit Representative.



New Medical & Disability Claim Filing Procedure

If you need to initiate a medical leave on or after May 1, 2008, you must follow the steps of the new procedure explained below.

Step	Action Required	When?	What Happens Next?
<p>1. Report your leave.</p>	<p>Call: 1-877-HRLY MLA (1-877-475-9652)</p> <p>UniCare is responsible for taking your information to initiate the medical leave process and start the disability claims process.</p> <p>If you indicate your condition may be work-related, you will be instructed to contact your work location.</p>	<p>This new reporting process does not change the amount of time you have to report a medical leave.</p> <p>You must request a medical leave within five (5) days of your last date of work by calling the toll-free number.</p>	<p>Upon receipt of your call:</p> <ol style="list-style-type: none"> 1. Your work location will be notified of your request for a conditional medical leave. 2. You will be mailed a medical leave/disability claim package. The materials will include the information you need to justify your medical leave with your work location and your disability claim with UniCare.
<p>2. Justify your absence with your location's Medical Department.</p>	<p>Form 5166: You are responsible for ensuring that your physician submits a completed 'Attending Physician Report' (form 5166) to your work location's Medical Department. For locations without a medical department, see the Human Resources representative who processes medical leaves for your location.</p> <p>A completed 5166 form will also be required for medical extensions and return to work. Additional forms can be obtained from your work location.</p>	<p>Your physician must submit the completed form 5166 to your work location Medical Department within 14 days of your last date of work for a conditional medical leave.</p> <p>Upon expiration of a medical leave, your physician must submit the completed form 5166 for an extension.</p>	<p>Upon receipt of your completed 5166 form:</p> <ol style="list-style-type: none"> 1. Your Medical Department will determine if your time off is justified.* 2. If you do not provide the required medical justification within the time frame indicated, or if it is insufficient, you will be subject to the 5-day quit process per Article VIII, Section 5(4). <p>*Approval of your medical leave by your work location does not guarantee payment of disability benefits under the Group Life and Disability Insurance Program. Information provided to the Company to justify your leave will not be shared with UniCare.</p>
<p>3. Paperwork required for payment of disability benefits – with UniCare.</p>	<p>You are responsible for ensuring that your physician contacts UniCare via telephone (1-800 572-1581) to provide the necessary medical information to certify your claim under the Group Life and Disability Insurance Program OR have your physician complete and return to UniCare the 'Disability Claim Certification Form' included in your package. Continuous medical updates are required if your absence continues.</p>	<p>UniCare will make a claim determination no later than 21 days from your claim filing date.</p> <p>You will need to ensure that the necessary medical certification, along with your signed Notice of Application, is received by UniCare before the expiration of that time period.</p>	<p>Upon receipt of required information*, UniCare will make a claim determination:</p> <ol style="list-style-type: none"> 1. If your claim is approved, your claim will be processed in accordance with the eligibility provisions of the Group Life & Disability Insurance Program. 2. If your claim is denied, you will have the opportunity to appeal the decision. <p>*Information provided to UniCare for purposes of disability claim administration will not be provided to your work location to justify your medical leave.</p>

NOTE: It is very important that you have and maintain the correct home address on file with the Company. If you have recently moved and have not updated your address, please follow your local process to submit an address change.

