



SHORT TERM DISABILITY LEAVE CHECKLIST

- Complete the [Leave Of Absence \(LOA\) Form](#) and send to HR.

- Call Hartford at 1-800-549-6514, 8am-9pm ET to initiate a claim.
 - Expect to receive an LOA Packet from Hartford. Please return any necessary paperwork to them.
STD Group Number: 342283
Company: MMS US Holdings Inc. (This is the name of the Holding Company for Publicis USA operations).

- Do you work in the State of New York/New Jersey?**
 - If yes**, did you begin receiving state disability checks from Hartford on behalf of these states? If not, please contact Hartford to inquire.
 - Please expect to see an offset in your paycheck in the amount of the state payment from Hartford. This is to ensure that you do not receive more than 100% pay during disability. If you have not seen an offset in your paycheck, please contact PBC.
 - ****If you are a Sapient employee working in NJ**, please visit <http://lwd.dol.state.nj.us/labor/tdi/tdihome.html> or call 609-292-7060 to file a NJ State Disability claim. Once approved, please provide a copy of the statement to PBC so offsets can be taken from your paycheck. This is to ensure that you do not receive more than 100% pay during disability.

- Do you work in the State of California?**
 - To file a California Short Term Disability Claim, please visit** http://www.edd.ca.gov/Disability/SDI_Online.htm. You will receive CA State Disability payment from the California Employment Development Department (EDD). Once approved, please provide a copy of the statement to PBC so offsets can be taken from your paycheck. This is to ensure that you do not receive more than 100% pay during disability.

- Are you no longer receiving pay from the company?**
 - If yes**, did you begin to receive invoices from PBC in order to remit payment for your benefits?
 - If you have not received invoices from PBC for your benefit premiums**, please contact the benefits team at 1-800-933-3622 (Weekdays, 9:00 am – 5:00 pm ET).