

## Expanded Leave Management Services with The Hartford!

Beginning January 1, 2018, the scope of leave management services provided by The Hartford will extend **beyond** short and long-term disability leave administration for Publicis agency employees to also include:

- FMLA/Intermittent Leaves (under the federal Family and Medical Leave Act)
- Applicable state leave entitlement programs such as the NYS Paid Family Leave Program\*\*

### Single Point of Contact for Disability and Leaves

The integration of disability and leave management services, means you'll have a **single point of contact** at The Hartford when you initiate disability leave, FMLA leave (under the federal Family Medical and Leave Act), and/or any applicable state leave entitlement programs upon outreach to The Hartford.

### Streamlined Leave Management Process

- A dedicated leave management analyst will **concurrently** intake your initial disability and leave request(s) through an in-depth interview.
- Eligibility determinations, leave approvals, status updates and communications, check-in calls, and clinical outreach to your health providers are all managed by your leave management analyst.
- Your leave management analyst will reach out to you 5 business days prior to your approved leave end date to confirm your return to work status or if an extension of leave is needed.
- Your leave management analyst will manage your case and will be available to answer any questions until you return to work and/or your disability or leave time is exhausted.

## Access to Disability and Leave Management Resources

Please visit the [Disability page \(under the Income Security tab\)](#) and the [Family Medical Leave page \(under the Work/Life tab\)](#) for access to online tools and resources to help you seamlessly manage your leave from the moment your request is initiated through your transition back to work.

### The Hartford Online Tools and Resources

[The Hartford At Work Services Overview](#)

[How to File A Leave Video](#)

[How to File a Claim Request a Leave Flyer](#)

[The Hartford My Benefits Mobile App Flyer](#)

### Publicis Benefits Connection (PBC) Leave Forms & Policies

Be sure to also review and/or download a copy of the Leave of Absence documents available on both the [Disability page](#) and [Family and Medical Leave page](#) of the PBC website. **Check the PBC site periodically, as these pages will be updated in the near future with additional Leave of Absence documents such as Leave of Absence manuals and FAQs on the New York State Paid Family Leave Program\*\* that went into effect January 1, 2018.**

### \*\*Special Note on NYS Paid Family Leave Program effective January 1, 2018

**Starting January 1, 2018, the New York State Paid Family Leave Program will provide New Yorkers job-protected, paid leave to bond with a new child, care for a loved one with a serious health condition, or to help relieve family pressures when someone is called to active military service.** Private employees with a regular schedule of 20 or more hours per week are eligible for this leave benefit after 26 weeks of employment or with a regular schedule of less than 20 hours per week after 175 days worked. NYS Paid Family Leave program benefits will be phased over a 4 year period.

In 2018, eligible NY employees can take up to 8 weeks of paid family leave, with a weekly benefit of 50% of the employee's average weekly wage. When the program is fully phased-in by 2021, NY employees will be eligible for up to 12 weeks of paid family leave, with a weekly benefit capped at 67% of the employee's average weekly wage.

**NY Publicis agency employees who wish to initiate a leave under the NYS Paid Family Leave Program on or after January 1, 2018 will need to contact The Hartford directly to file the leave request at 1-800-549-6514, weekdays, 8am-9pm ET (reference Policy #342283).**

### For additional information on the NYS Paid Family Leave Program...

- Visit New York State's Official Website at: <https://www.ny.gov/programs/new-york-state-paid-family-leave>
- Contact The Hartford at 1-800-549-6514, weekdays, 8am-9pm ET (reference Policy #342283) or
- The NYS Paid Family Leave Helpline at 1-844-337-6303, weekdays from 8:30am-4:30pm EST