

You notify your home department of your disability. The department 1.)
Completes and sends a "Leave of Absence Notice", which includes FMLA information, to the designated Campus Benefits Analyst, and 2.) Inputs leave information in EDB on the "ELVE" screen. Campus Benefits Analyst sends the employee a premium letter for benefits continuance.

Contact Insurance Risk Management (IRM) for the appropriate paperwork. If your claim is approved and you are going to collect temporary disability (TD) due to your lost time injury, the claims coordinator in IRM will contact you and explain the Supplemental Benefits, Extended Sick Leave policy and the Health Contingency Fund.

Once the Extended Sick Leave benefit ends and you are still not permanent and stationary (P & S), Campus Benefits Analyst needs to be contacted to initiate a claim with Liberty Mutual. Campus Benefits Analyst sends you a premium letter for benefits continuance.

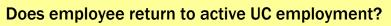
Once you have been declared permanent and stationary (P & S) by your physician, all temporary disability payments end as well as the Health Contingency Fund. IRM notifies the department of your status. Any claims filed with Liberty Mutual will be reviewed.

Campus Benefits sends required employer information to Liberty Mutual, UC's disability insurance carrier.

Employee and the attending physician complete forms and send to Liberty Mutual.

UCRP service credit is not accrued during any periods of Leave of Absence without pay from the UCLA payroll. Income received from Liberty Mutual and/or Sedgwick (Workers' Comp) does not accrue UCRP service credit.

Employee must use specified sick leave during this time to meet the Liberty Mutual waiting period...



No

Employees contact Campus Benefits Counselor for a UCRP Disability Application. While the UCRP Disability Application is pending, employee continues to pay health insurance premiums by personal check. Department "medically" separates employee from UCLA, coordinating the date with Campus Benefits Counselor. Department "ends" leave (enters return to work data) in EDB on "ELVE" screen and notifies Campus Benefits Analyst employee has returned to work. Campus Benefits Analysts clears "suspensions" in Payroll system. Campus Benefits Counselor will automatically forward UCRP Buyback Information to employee within 6 months of return to work.

Yes

Benefits Analysts:

x40807, Lupita Alvarado x40842, Shonté Williams-Bell x48121, David Jenkins

Benefits Counselors:

x40847, Camille Carr x40837, Robert Larriva x40828, Joe Sanchez