



Employee Checklist for Short Term Disability (STD) Leave

Prior to Start of Leave	
	Notify your manager, HR Business Partner and the benefits team of your anticipated need for Short-Term Disability (STD) leave at least 30 days in advance of your last day of work, if possible, to discuss your options.
	If you have an illness or injury, planned or unplanned, of more than 5 consecutive business days, you must file a claim for STD benefits. You may do so by calling Prudential at 1-877-367-7781 or online at www.prudential.com/mybenefits . If it is determined that you are eligible for statutory disability benefits from the state, except for NJTDB, NYDBL, or MA PFML, it is your responsibility to file accordingly. If eligible for NJTDB, NYDBL, or MA PFML Prudential will coordinate and file your claim. The amount of disability pay you receive from ConvaTec is subject to offset of any applicable projected state disability plans (CA, DC, HI, NJ, NY, PR, RI, MA, and WA).
	Provide your physician(s) your signed authorization form to allow for the release of your medical records to Prudential to be utilized in the determination of your claim.
	Provide Prudential the names and contact information of all physicians treating your condition.
	Notify your manager, HR Business Partner or benefits team to plan for your absence.
	If you are able, enter absences (sick, vacation, personal days) in Workday Time Tracking & Attendance Reporting to account for the first 5 days before STD pay begins.* (Note, the first 5 days of STD are only paid if you use paid time off)
	Respond promptly to information requests from your Prudential Claims Administrator and the benefits team.

During your Leave	
	Respond promptly to information requests from your Prudential Claims Administrator and the benefits team.
	Prudential determines your period of disability based on medical information received. Be sure to notify Prudential immediately if there are any updates to your medical information including any extension to your return to work date. Failure to do so may impact your STD pay.
	Remain in contact with your manager, HR Business Partner, and the benefits team while you are out to keep the company informed of your intended return to work date. Once you have a return to work date, notify your manager, HR Business Partner, and the benefits team of the date before returning to work.
	If you anticipate any work accommodations or altered work schedule, notify your manager, HR Business Partner, and the benefits team as soon as possible. Accommodations must be negotiated and approved PRIOR to your return to work.

Prior to Your Return from Leave

	Should you not be able to return to work on your scheduled return to work date, you must notify your Prudential Claims Administrator, manager, HR Business Partner, and the benefits team.
	If your doctor is suggesting any work accommodations or altered work schedules, notify your manager, HR Business Partner, and the benefits team as soon as possible.