



REQUEST A LEAVE WITH CONFIDENCE

Your leave management program is managed by The Hartford and provides you with all the information you need while you're away from your workplace.

UNIVERSITY OF NOTRE DAME DU LAC

Policy Number: 697224

THE HARTFORD MAKES IT EASY TO REQUEST A LEAVE. JUST FOLLOW THESE STEPS.

STEP 1

Know when it's time to request a leave.

If you're anticipating the need for a leave, please call The Hartford at least 30 days prior to your last day of work in advance to submit your request. If the need for a leave is unexpected, please call at least as soon as possible in advance to submit your request.

STEP 2

Have this information ready.

- Name, social security number, address, policy number and other key identification information.
- Name of your department and last day of active full-time work.
- The nature of your leave request.
- Your treating physician's name, address, and phone and fax numbers.

STEP 3

Make the call or file online.

With your information handy, call The Hartford at **1-877-877-6067**. Or file online at: **WWW.THEHARTFORDATWORK.COM**. You'll be assisted by a caring professional who'll take your information, answer your questions and file your claim.

TO REQUEST A LEAVE, CALL THIS NUMBER:

Policy Number: 697224

1-877-877-6067 • 8am – 9pm ET, Monday – Friday

WWW.THEHARTFORDATWORK.COM

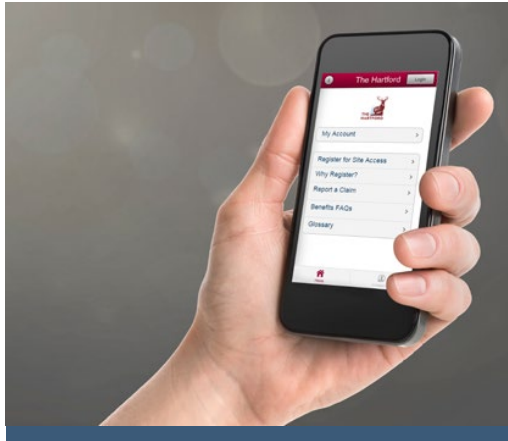
If you're absent from work, we can advise you on when to request a leave. If your absence is scheduled, such as an upcoming hospital stay, call us within 30 days of your last day of work. If unscheduled, please call us as soon as possible.



(Please cut here and keep in your wallet.) ✂

continued





FILE YOUR CLAIM FASTER BY USING THE MOBILE APP!

The **My Benefits at The Hartford** claims app allows you to file your claim faster from your mobile device. You can also view your status and payment details, submit intermittent time off, and more! Download the app for free today from Apple® and Google Play™ stores.

GET SUPPORTIVE ASSISTANCE.

Even after your claim has been filed or you have requested a leave, we may be in touch to check your progress, answer questions or obtain additional information from you. Our goal is to offer a smooth and hassle-free experience until you return to work. Feel free to also call us with anything that’s on your mind. We’re here to help.

RELAX AND STAY POSITIVE.

You have the assurance of our knowledge, experience and understanding of what you are going through. We’re with you all the way, so you can receive the benefits you qualify for and get back to your life.

QUICK FACTS.

The Hartford’s goal is to help get you through your time away from work with dignity and assist you in any way we can. Keep the card below in a safe place for future use. We’ll be there when you need us.

Prepare. Protect. Prevail.®



(Please cut here and keep in your wallet.) ✂

WHEN YOU CALL THE HARTFORD WILL ASK YOU TO PROVIDE:

- Name, social security number, address, policy number and other key identification information.
- Name of your department and last day of active full-time work.
- Your manager’s or HR representative’s name and phone number.
- The nature of your claim.
- Your treating physician’s name, address, and phone and fax numbers.

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