2019 Policy Change Summary

Updated Disability Policy will be available in January

The new Sick Leave Plan and Short Term Disability (Policy 339) will be available on the Leave Administration website in January.

Beginning January 1, 2019 there were some changes to the disability program.

- Hartford will be the Insurance Carrier for our Short Term Disability (STD), Paid Family Leave (PFL) and Long Term Disability (LTD) programs.
- The new telephone number to call in a claim is 1-866-548-3101.
- Claims should not be called in more than 30 days in advance.
- Email notifications from the Hartford for claim approvals, extension, and denials or closures will be sent to Leave Administration and the “reports to” supervisor listed in the HRMS system.
- Off cycle check requests will only be processed and submitted to payroll on the Wednesday’s following the employee’s pay date. Example, if an employee is paid BWH and their pay date is Friday, January 12th, when an off cycle is requested for that employee, it would not be processed until the following Wednesday, January 17th and submitted to payroll. Always be sure that your physician is keeping Hartford updated on your disability status.

More information on the various leave programs can be found here.