

HOW TO FILE FOR FAMILY AND MEDICAL LEAVE INSURANCE (FMLI) OR FAMILY LEAVE INSURANCE (FLI) WITH CONFIDENCE



Your FMLI or FLI claim is managed by The Hartford.

It's a user-friendly benefit that helps provide important income replacement while you take time from work for certain reasons.

Follow these steps to file a claim with The Hartford:

STEP 1: KNOW WHEN IT'S TIME TO FILE A CLAIM

- If you're absent from work, there are rules on when to file a claim.
- If your absence is scheduled, you can file your claim before your anticipated last day of work. (For example, an upcoming hospital stay)
- If your absence is unscheduled, follow your employer's call out policy and file your claim with The Hartford as soon as possible. If you file your claim more than 30 calendar days after the first day of your absence, then your claim may not be considered unless you show you had a good cause to submit your claim late.

STEP 2: HAVE THIS INFORMATION READY

- Name, address, policy number, and other key identification information
- Name of your department and last (or anticipated last) day of work
- The nature of your claim
- When applicable, your treating physician's name, address, phone and fax numbers

STEP 3: FILE YOUR CLAIM

By phone: 888-301-5615 from 8 a.m. to 8 p.m. EST

You'll have a speech-driven, hands-free experience when starting a claim. Our automated voice system asks a few questions and routes you to the right claims professional.

Or complete the claim form provided by your employer with input from your employer and the provider.

Mail or fax the documentation to:

The Hartford
PO Box 14869
Lexington, KY 40512
Fax Number: 833-357-5153

 Please cut here and keep in your wallet.

TO FILE A FMLI OR FLI CLAIM

888-301-5615

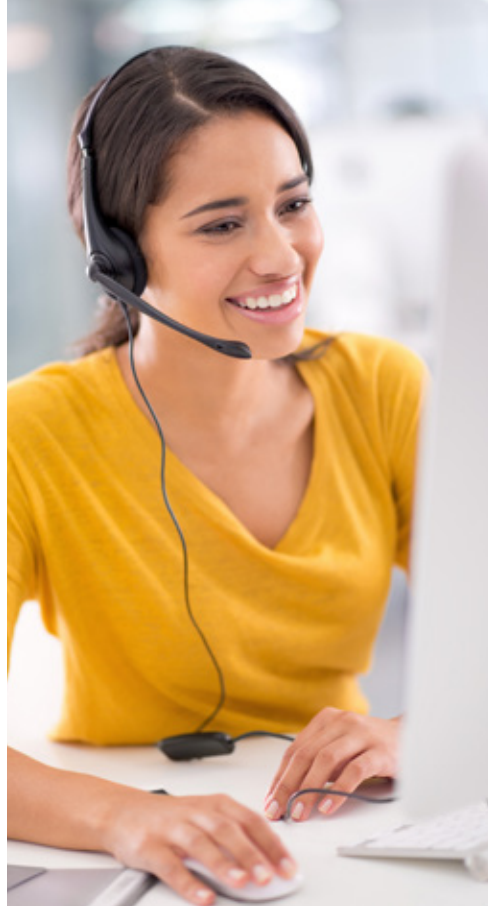
If you're absent from work, there are rules on when to file a claim. If your absence is scheduled, such as an upcoming hospital stay, call us within 30 days of your last day of work. If unscheduled, please call us as soon as possible.



GET SUPPORTIVE ASSISTANCE

After your claim has been filed, 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 call us with anything that's on your mind. We're here to help.



**FOR MORE INFORMATION, PLEASE CONTACT
THE HARTFORD'S TOLL-FREE NUMBER 888-301-5615.**



Business Insurance
Employee Benefits
Auto
Home

Not available in all states.

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WHEN YOU CALL, THE HARTFORD WILL ASK YOU TO PROVIDE

Name, address, policy number and other key identification information.

- Name of your department and last day of active full-time work.
- The nature of your claim.
- Your treating physician's name, address, phone and fax numbers (if applicable).

This card is not proof of insurance

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