

Everything you need for leave and short-term disability, online and available anytime



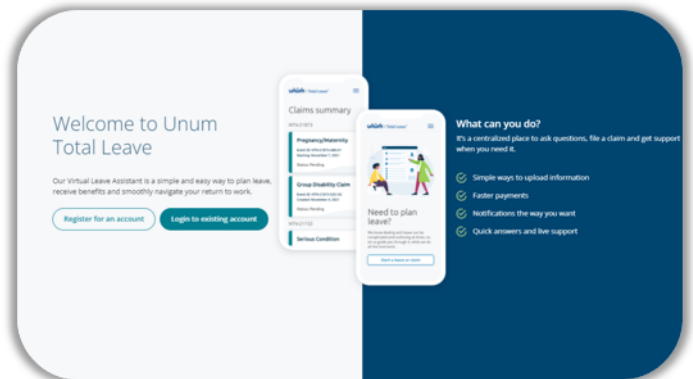
1 Getting Started

It's helpful to have the following information with you:

- Reason you're filing for a claim or leave
- Health care provider details (name, phone/fax #)
- Key expected dates (leave start date, etc.)

Filing your claim or leave is easy with the **Employee Portal** - a self-service tool, optimized for mobile and available 24/7.

Go to: <https://portal.unum.com>



Important Note: When you submit a claim/leave on the Total Leave Employee Portal Unum will automatically search for additional coverage such as Accident, Critical Illness or Hospital that you may have. If coverage is found a claim will be set up for you.

During Your Claim or Leave

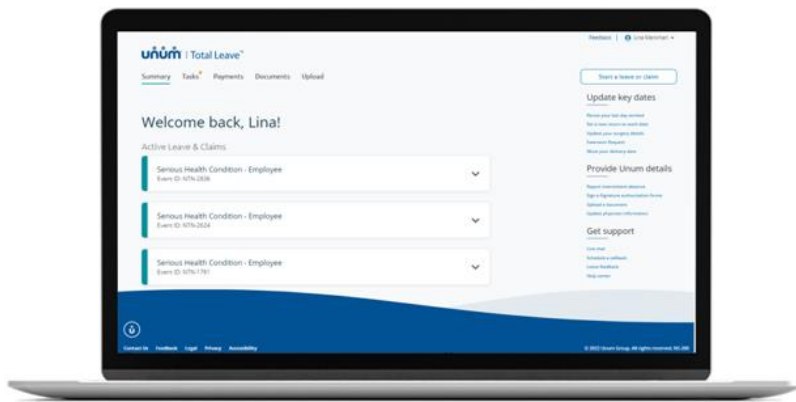
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Convenient Features enable you to manage claims/leaves from planning and submission to return-to-work:

- Check status
- Provide updates
- Intermittent absence reporting
- Digital correspondence
- Upload documents & e-sign

Support is built right into the portal.

- Live Chat connects you with a leave expert that provides on-screen guidance.
- Schedule a Callback allows you to select a date/time that works for you!
- If needed, there is a dedicated support # (866) 868-6737.



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Returning to Work

When you are ready to return to work, please visit the Employee Portal <https://portal.unum.com>

- Go to the **'Update Key Dates'** section on the main page of the portal and click on **Return to Work** link
- Step-by-step you'll be walked through the information needed such as return to work date. You'll also be able to upload your **'Fit for Duty' Form**
- Please note that before you return to work you are required to have confirmation from your physician releasing you to return to work via the Amedisys Fit for Duty form
- **Have questions?** Live Chat and Schedule a Callback are here to support you with your submission.



Reasons for you to request leave include...

- Your health care provider has determined you are unable to work due to illness, injury, or pregnancy.
- You need to care for a family member who has a serious health condition.
- You need to care for a child due to birth, adoption or foster care placement.
- Your spouse, son, daughter or parent is on covered active duty in the Armed Forces.
- You need to care for your spouse, child or parent who is undergoing medical treatment, is in an outpatient status, or is on the temporary disability retired list for an injury incurred while on active duty in the Armed Forces.
- You need another type of leave covered by state leave laws.
- You should make your request for leave 30 days before the date you expect to be on leave.



Need help?

Support is built right into the [portal](#), you can:

- **Live Chat:** connect with a leave expert that can provide fast, and easy on-screen guidance.
- **Schedule a Callback:** select a date/time that works for your schedule, and we'll call you.

If additional assistance is needed, you can call us at (866) 868-6737.

Leave specialists are available 8am-8pm EST Monday-Friday.