

WHILE ON LEAVE

Once I report my claim, how do I report changes, submit forms, and view my pay status?

All information regarding your claim can be found online at AbsenceOne.com/sgws. Use the site to upload documents, contact your claims examiner, and report any changes to your work status. Changes in your condition must also be reported to your claims examiner. You can also use the site to report absences related to approved intermittent FMLA leave.

When will I receive my pay?

Short Term Disability (and STD buy-up, if applicable) and Paid Parental Leave are paid via SGWS payroll on your regular payroll schedule. You may also receive payments through either Prudential or directly from your state of employment. Pay will not be distributed until your claim has been approved. STD buy-up coverage does not apply for maternity leaves.

If you are a union employee, please contact your local Benefits & Absence Management Partner (BAMP) regarding leave entitlements.

What happens to my benefit deductions while on leave?

If you receive compensation (STD, PPL, etc.) through SGWS payroll, your benefit premiums will continue to be deducted from your pay until you are COBRA eligible. Insurance premiums not covered by your payroll check will continue to accrue until you return. Upon return, you will be sent information about how to pay accrued premiums from the PeopleCenter@sgws.com.

What if I am on a leave during Annual Open Enrollment?

An Annual Enrollment packet will be mailed to the address on file with SGWS. Make sure your mailing address is updated in SG Connect.

Who do I contact if I have questions regarding my SGWS pay, benefits, or other general leave questions?

Contact the **People Center** a 877-392-8383, **option #2** or by email at PeopleCenter@SGWS.com

RETURN TO WORK (RTW)

Who should I contact in anticipation of my RTW from a leave?

Contact **AbsenceOne** at 855-366-2154 or online at absenceone.com/sgws.

- **For Disability:** The STD Certification Form needs to be completed by your health care provider and returned to AbsenceOne for compensation.
- **For FMLA:** The Certification Form needs to be completed by you or your qualified family member's health care provider and sent to AbsenceOne three days prior to return to work. Please notify AbsenceOne and your Manager if your return-to-work date changes.

What if I Need Accommodations? Please contact the People Center

They will coordinate with your HR Business Partner and your Supervisor for any accommodations.

SCAN TO LEARN MORE

To learn more about each type of leave visit AbsenceOne, a Prudential-Sedgwick alliance.



REPORTING AN ABSENCE, DISABILITY OR LIFE EVENT



Contact **AbsenceOne** for:

Short Term Disability (STD)
Family Medical Leave (FML) Long
Term Disability (LTD) Military Duty
Bereavement
Paid Parental Leave (PPL)

855-366-2154 or
www.AbsenceOne.com/sgws

ABSENCE

This pamphlet provides important information and the steps to follow when you require an absence from work due to a disability, leave, or life event.

When should I report an absence or disability?

- Thirty days in advance (if possible) to your supervisor
- Have been absent more than three consecutive business days
- Will be absent for more than 14 days and are under a physician's care
- Are hospitalized for any amount of time
- Are caring for an ill or injured qualified family member (spouse, parent, or dependent child)
- Are pregnant and absent from work due to complications of pregnancy
- Will be absent periodically due to a chronic or permanent disabling condition of your own or a qualified family member
- Are caring for/bonding with a newborn child, recently adopted child, or new foster child*
- Are absent due to other reasons outlined in SGWS's absence policy or as defined by state regulations

If you have suffered a work-related injury, contact your Supervisor or Manager immediately. For additional support, contact the People Center.

*Employees are eligible for protections under the Family Medical Leave Act (FMLA) after 12 months of full-time employment and at least 1,250 hours of work in the previous 12 months.



How can I report an absence or disability?

To report an absence or disability you can either:

1. Call **AbsenceOne** at **855-366-2154**, 8 a.m.–8 p.m. EST, M-F
You can speak to an absence professional or follow the prompts to record your absence or disability information
2. Log in to **www.AbsenceOne.com/SGWS**.
Click on “Claims and Absence” and then “File a Claim / Report an Absence.” There, you can input your information and download any forms you may need

Have this information ready:

- Company name: **Southern Glazer's Wine & Spirits**
- Company control number: **53489**
- Employee ID or Social Security number
- Reason for **your** absence
- First date absent
- Work schedule
- Date you expect to return to work
- Name, fax, and telephone number of the treating physician (if requesting leave for illness or injury)
- If caring for a qualified family member, their relation to you

When Should I contact AbsenceOne again?

Contact AbsenceOne (online or by phone) if you:

- Have updated information
- Are unable to return to work on the planned date
- Are returning or have returned to work
- Want to report your delivery date
- Want to report time on an intermittent leave

What happens after I open a claim with AbsenceOne?

You have 20 days from the date you opened your leave claim/first date of absence (whichever is greater) to file the required medical documentation from your health care provider supporting your request to AbsenceOne.

GOOD TO KNOW

What is the difference between disability and a leave of absence?

Disability is a paid wage compensation replacing a percentage of your benefits salary while you are temporarily disabled due to your own serious health condition and unable to work.

Leave of absence is unpaid time away from work to care for you or a qualified family member due to a serious health condition. Federal and state leave protections such as FMLA*, ADA,** and worker's compensation, can be taken continuously or intermittently.

Disability pay (STD) and a leave of absence require certification. Contact AbsenceOne for eligibility.

Depending on your geographic location, you may be eligible for state benefits that can be utilized in conjunction with SGWS Paid Parental Leave (PPL). **If you are a union employee, please contact your local Benefits & Absence Management Partner (BAMP) regarding leave entitlements.**

*FMLA is utilized concurrently during time away under worker's compensation **ADA applies only to an employee's own health condition



What if I have a Life Event and need to add a new dependent to my coverage?

To add a new dependent (spouse/newborn) to your insurance, contact the **People Center** to request a form to add your dependents. You have 30 days from the wedding/date of birth or adoption to them to your health plan.

Phone: 877-392-8383, option #2 or

Email: PeopleCenter@sgws.com

Eligibility requirements can vary depending on type of leave, please contact the People Center for more information.

