

Leave of Absence (LOA) Checklist for Employees

Starting Leave

- ☐ Contact Aetna to begin the process of starting your LOA claim
 - 1-866-326-1379 – or -
 - www.aetnadisability.com
- ☐ Work with your doctor(s) to provide Aetna all supporting documentation related to your leave of absence
 - This step is critical to ensure your claim gets approved. Disability wages will only be paid while on your claim is in an **Approved** status
 - Aetna makes all approval/denial decisions on claims. All claims are approved with an initial **Approved Through** date, which may coincide with an anticipated return to work date.
 - You can upload copies of physician notes directly on www.aetnadisability.com

During Leave

- ☐ While out on leave, remain in contact with the ESC to communicate any changes with your leave such as an extension or to discuss a possible return to work date
 - If your Short-term Leave needs to be extended beyond your initial approved through date, you are responsible for submitting your physician notes and recommendations to Aetna for additional consideration each time your leave is extended.

Returning from Leave

- ☐ Prior to returning to work, obtain a return to work letter from your personal doctor. Contact the ESC at (844) 540-0444 to coordinate your return to work and fitness for duty meeting (if applicable)

Transition to Long-Term Disability

- ☐ If you are transitioning into Long-Term Disability, Aetna may require additional information to continue your claim. You are responsible for responding to Aetna's requests for information to continue your claim.