

How to report a leave of absence.

BAE Systems, Inc.

How do I report a leave of absence?

Simply do one of the following:

- Call the dedicated toll-free number at **(888) 842-4462** **say claimant or** press 1 and an Intake Specialist will walk you through the process.
- Create a new leave request online at myNYLGBS.com:
 - Select "Employee Login" if you already have an account or select "Register" to create an account.
 - Then select "Start/continue absence request."
 - Click "Start New Request" and choose the type of leave you are requesting. (If you are requesting Paid Parental Leave, select "Child Bonding.")

You also need to call your Supervisor on or before your first day of absence to report how long you plan to be absent.

When do I call?

Call New York Life Group Benefit Solutions (NYL GBS) as soon as you know you will be absent for any of these reasons:

- **Short-Term Disability (STD)** – If you plan to be absent from work for more than seven days in a row due to your disability (exceptions may apply under Collective Bargaining Agreements).
- **Family and Medical Leave (FML)** – If you have a serious health condition that means you cannot do your job and you plan to be absent from work for:
 - More than three days in a row.
 - Hours or days not necessarily in a row (intermittent).
 - A hospitalization for any amount of time.

If you need immediate medical attention, please call 911.

Or for one of the following:

- Birth of a child and care of a newborn child.
- Placement of a child with you for adoption or foster care.
- Care for a spouse, child or parent with a serious health condition.
- Qualifying exigency reason(s) due to a family member's military deployment.
- Care for a family member who has incurred a serious injury or illness in the line of active military duty.
- School activities for you or a family member.
- Family medical appointment.
- Alternate state leave – for yourself or a family member. Includes leaves permitted by state law for crime victims and victims of domestic violence.
- Organ, bone marrow or blood donation as permitted by state law.
- For Employee Medical Leave and Personal Leave for family care if you expect to be absent from work and you do not meet the FMLA eligibility requirements.

Remember, even though you call NYL GBS, you still must call your Supervisor on or before your first day of absence to report how long you expect to be absent. Of course, always seek appropriate medical attention immediately. Your health and safety always come first.

What information do I need?

Before you call or go online, please have this information handy:

- Your name, phone number, address, birth date, Social Security number and reason for your leave.
- Supervisor's name, email address and phone number.

If applicable:

- Date and cause of illness or injury.



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- First day of absence from work, as well as day you plan to return to work. If you are pregnant, please give your expected date of delivery.
- Name, address and phone number of each doctor seen for the illness or injury causing the disability.
- Date of first treatment or date of doctor's appointment, as well as date of next treatment or appointment.
- Previous history of illness or injury, any diagnostic testing that was performed, diagnosis information, treatment plan and recommended medications.
- You may be asked to provide information about your family member and, if applicable, their treatment.

What happens next?

Disability leaves

During the call, we will ask for your permission to get your medical information. Here is how it works:

- After you give us your claim information, you will be transferred to a recorded message.
- Listen to the recording and answer "yes" or "no" to the questions.
- At the end of the recording, say "yes" if you give permission or "no" if you prefer to collect and provide all of your medical information yourself.
- You can cancel your permission at any time by calling your NYL GBS claim manager.

After the call, NYL GBS will send you a communication. It will include a copy of the recorded message for your records. It will also include a form that gives us permission to get other information we may need to finish processing your claim. Please sign and return that form. Check with your doctor to see if there are any other forms you need to sign.

A NYL GBS claim manager will call you and your Supervisor for a list of your job requirements. The claim manager will also call your doctor for your medical records. This information will help us figure out how long you may be out of work, and the benefits you may be able to receive.

FML leaves

You will receive correspondence from NYL GBS containing information about your request and, if applicable, instructions for any paperwork will be included.

What happens if my claim and/or leave is approved?

- NYL GBS will send you an approval that shows the date you are expected to return to work.
- You will get separate information about your approval for other requested leaves.
- NYL GBS will tell your Supervisor that we approved your claim, and the date you plan to return to work.

What happens if my claim and/or leave is denied?

- NYL GBS will send you a communication that explains why. The communication will also tell you how you can appeal the decision.
- NYL GBS will let your employer know the claim is denied.
- You should call your Supervisor when you get the communication to discuss your return-to-work date.

If your STD or New York Disability benefits are denied, you may still be eligible for leave under a state law or FMLA for your own serious health condition. NYL GBS will send you more information about your eligibility.

What can I expect while I am out?

NYL GBS will stay in touch to help you return to work quickly and safely. We may work with you, your doctor and your employer to talk about different work options. This may include an adjustment to your job or work schedule, your Supervisor may also call you to check on your progress and offer support.

What should I do when it is time to return to work?

- Call NYL GBS to tell them your return-to-work date.
- Call your Supervisor to let them know the date you will be returning to work. If you are out of work because you have a serious health condition, please review your employee handbook for return-to-work policies.

What if I cannot return to work on the date my leave is expected to end?

- Call NYL GBS to talk about the situation and learn about your options. For a disability, they may call your doctor for an update on your condition. For a leave, they may ask for new documentation.
- Call your Supervisor to let them know when you plan to return to work.

What if I need more information?

NYL GBS has a website that provides useful information for you and your family members – from submitting a disability claim and what comes next, to what you need to know about FMLA, to information that can help you manage a specific condition at work, and even how to access valuable programs offered with your plan at no additional cost to you. Please visit the website at nyl.com/workwellness.

Questions?

Call the dedicated toll-free number at **(888) 842-4462**

Cut and carry for easy reference:

**How to report a disability claim
and/or family and medical leave:**

Call the dedicated toll-free number at (888) 842-4462

Visit: myNYLGBS.com.

Please have this information handy:

- Your name, address, phone number, birth date, Social Security number and your date of hire, employer's name, address and phone number.
- Date of your claim and when you plan to return to work. If you are pregnant, give your expected delivery date.
- Name, address and phone number of each doctor you are seeing for this absence.

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