

HOW TO REPORT A SHORT-TERM DISABILITY AND/OR FAMILY MEDICAL LEAVE

under BAE Systems, Inc.'s group disability plan



How do I report a short-term disability (STD) claim and/or family medical leave (FML)?

Simply do one of the following:

- Call Cigna's toll-free number at **1-800-530-1314** and say or press 6 and a knowledgeable Cigna Intake Specialist will walk you through the process. For Spanish speaking customers, call **1-800-530-1314** and press 8 to hear options in Spanish. Create a new leave request online at myCigna.com.

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 Cigna as soon as you know you'll be absent for any of these reasons:

- *STD* - If you are expected to be absent from work for more than 7 consecutive calendar days due to your own disability (Exceptions apply under Collective Bargaining Agreements).
- *FML* - If you have a serious health condition that means you can't 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

Cut and carry for easy reference

How to report a disability claim and/or Family Medical Leave
1-800-530-1314 and press 6 -or-
1-800-530-1314 and press 8 (Español)
Visit: www.mycigna.com

Please have this information handy:

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

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's incurred a serious injury or illness in the line of active military duty.
- School activities (CA, CO, DC, IL, LA, MA, MN, NC, NV, RI and VT only).
- Family medical appointment (MA and VT only).
- Alternate state leave - For yourself or a family member. Include leaves permitted by state law for crime victims and victims of domestic violence. (AZ, CA, CO, CT, FL, HI, IL, KS, MA, ME, MI, MN, NH, NM, NY, OH, OR, PA, RI, VT, WA and WY only).
- *For Employee Medical Leave and Family Care Leave (aka Supplemental Family Medical Leave)* - If you are expected to be absent from work for Employee Medical Leave and Family Care Leave and you do not meet the FMLA eligibility requirements, this may be available to you.

Remember, even though you call Cigna, 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?

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

If applicable:

- Date and cause of illness or injury.
- 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.

GO YOU™

What happens next?

STD leaves

During the call, we will ask for your permission to get your medical information. Here's 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 do not.
- You can cancel your permission at any time by calling your Cigna claim manager.

After the call, Cigna will send you a letter. 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 Cigna 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

You will get a package from Cigna. It will have information about your eligibility for Family Medical Leave and your rights under the Family Medical Leave Act (FMLA). It will also have instructions for any paperwork you have to give to Cigna to have your leave approved.

For Family Medical Leaves or Family Care Leaves (aka Supplemental Family and Medical Leave)

You will get a package from Cigna. It will have information about your eligibility for Employee Medical Leave or Family Care Leave. It will also have instructions for any paperwork you have to give to Cigna to have your leave approved.

What happens if my STD claim is approved?

- Cigna will send you an approval letter that shows the date you are expected to return to work.
- You will get separate information about your approval under the FMLA.
- Cigna will tell your supervisor that we approved your claim, and the date you plan to return to work.

What happens if my STD claim is denied?

- Cigna will send you a letter that explains why. The letter will also tell you how you can appeal the decision.
- Cigna will let your supervisor know the claim is denied.
- You should call your supervisor when you get the letter to discuss your return-to-work date.
- If your STD benefits are denied, you may still be eligible for leave under FMLA or the company's Supplemental Family and Medical Leave plan. You will receive further information from Cigna about these leaves.

What can I expect while I'm out?

Your Cigna claim manager will stay in touch to help you return to work quickly and safely. We may work with you, your doctor and your supervisor to talk about different work options. This may include an adjustment to your job or work schedule.

What should I do when it's time to return to work?

- Call your Cigna claim manager and/or leave manager 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.
- Provide your physician with the Fitness for Duty Certification and your Essential Job Functions when evaluating your ability to return to work. Provide your Supervisor or Onsite Manager the completed Fitness for Duty Certification on the day your return to work. All work restrictions need to be discussed with your Supervisor prior to returning to work.

What if I can't return to work on the date my leave is expected to end?

- Call Cigna to talk about the situation with your claim manager and/or leave manager. They will call your doctor for an update.
- You must also call your Supervisor to keep them informed of your progress and intent to return to work.

Questions?

If you have a question regarding your Short-Term Disability Claim or your Family Medical Leave, call **1-800-530-1314** and **press 6**. **Spanish speaking customers can call 1-800-530-10314 and press 8**. These numbers are operational between 7:00 a.m. and 7:00 p.m. Central Time.



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