

The Kroger Co. short-term disability and FMLA checklist

Short-term disability (STD) claim

Follow the steps below to expedite the review of your claim.

- Let your Division HR/store manager know about your medical leave of absence request.
- Provide MetLife with your treating physician(s)' name, phone number, fax number and address.
- Authorize disclosure of your medical information. To do this, call MetLife at 888-343-6886 (Option 1) or sign the **Medical Disclosure Authorization Form** contained within this packet and return it to MetLife at the address provided on the reverse side of this page. Please be sure to provide a copy to your treating physician(s). This is very important because:
 - The authorization allows MetLife to request the necessary medical information from your physician(s) to finish the review of your claim.
 - Failure to provide the authorization to MetLife may cause a delay in approving and processing your STD pay.
- If you filed this claim due to surgery/procedure and/or maternity leave prior to your anticipated first day out of work, have your doctor confirm the surgery/delivery date and other important medical information with MetLife. MetLife can't process your claim until they receive medical evidence that you're disabled from working.
- Give your treating physician(s) the **Attending Physician Statement (APS)** that MetLife sent you. Your treating physician(s) must return the completed APS to MetLife. Follow up with your treating physician(s) to confirm that they sent it back to MetLife.
 - If MetLife doesn't receive the requested medical documentation supporting disability from your physician, there may be a delay in processing your STD pay.
 - MetLife will send you a notice and call you to let you know whether or not they approved your claim.
- If your STD claim is approved, MetLife will communicate the approval dates to KASH. STD pay will be processed by KASH for associates with non-union benefits, associates with union coverage may receive STD pay from their fund office.
- Returning to work on a part-time basis? Be sure to call MetLife to discuss potential impacts to your current or future disability claim(s).

FMLA leave request¹



Workers' compensation claim



Return to work

When applying for FMLA leave, you must:

- Let your Division HR/store manager know about your FMLA leave request.
- If your leave is intermittent, you need to report your absences to MetLife and to your Division HR/store manager.
- Provide MetLife with your treating physician(s)' name, phone number, fax number and address.
- Return the **Health Care Provider Certification (HCPC)** that MetLife mailed to you.

If your absence is due to a work-related injury/illness, please :

- Be sure you or your Division HR/store manager has called Sedgwick at 877-957-6437 to file your workers' compensation claim.
- When speaking to your MetLife claims representative, please specify that this injury occurred as a result of performing your work duties. MetLife will make sure all appropriate claims are filed based on your company's plan.

Follow these steps prior to returning to work from your leave of absence:

- Contact your Division HR/store manager and MetLife if your anticipated return-to-work date changes.
- Prior to returning to work, contact your Division HR/store manager and MetLife to report your anticipated return-to-work date.
- Provide your Division HR/store manager the **Return to Work** form (signed by your physician) that MetLife will mail to you with your approval letter.
- Notify MetLife of your actual return-to-work date. Failure to report anticipated and actual return-to-work dates to your Division HR/store manager and MetLife may delay scheduling and your pay.

****If you have concurrent STD claim, the Attending Physician Statement (APS) that you're submitting for the STD claim can also be used for the FMLA leave request.***

1. The Family and Medical Leave Act (FMLA) of 1993 provides unpaid, job-protected leave for certain FMLA-qualifying reasons, including your own serious health condition or that of a qualified family member. If your request for leave is caused by your own serious health condition, STD claims may run concurrently with FMLA and similar state leave laws. FMLA leave may also be a non-paid stand-alone leave request when STD does not apply.