The George Washington University Short-Term Disability Policy and Family & Medical Leave Policy are administered by Liberty Life Assurance Company of Boston, a member of the Liberty Mutual Group.

Liberty is available 24 hours a day, 7 days a week and offers employees direct access to claims/leave resources and information. You can easily report a claim/leave and check its status through Liberty’s dedicated secure website or by telephone. Please visit www.mylibertyconnection.com to access employee resources and online tools, as referenced below.

When Do I Report a Claim/Leave?

Leave Requests: You may report a claim 30-45 days in advance of a planned absence OR as soon as you are aware that you will require leave for more than 3 consecutive days or intermittently due to your own serious health condition, to care for a family member with a serious illness, to care for a newborn, foster or adopted child, or if you or your family member are called to military service.

Disability claims for your own disability or maternity leave: You may report a claim up to 30 days in advance of a planned disability absence OR as soon as you are aware that you will be disabled due to illness or injury for 30 or more calendar days if covered under the Voluntary STD plan, or 14 or more calendar days if covered under the GW Paid STD plan.

How Do I Report a Claim/Leave?

1. Contact your supervisor to report your absence.
2. Print this document, sign and date the Authorization to Release Information section below, and leave with your physician or medical care provider at your next visit.
   
   Note: Liberty requires your physician to provide information about your medical condition. If this information cannot be obtained, benefits may be delayed.

   
   Please have the following information available when you report your claim/leave:
   • Your physician or medical care provider’s name, address, fax and telephone numbers
   • Your manager’s name, telephone number and e-mail address
   • Reason you are out of work (diagnosis/symptoms)
   • Your last day worked, first day absent from work, and anticipated return to work date

   Or you can call 1-800-213-5609 and speak with an Intake Specialist to report your claim/leave.

4. Keep a record of your claim/leave number.

5. You may securely check the status of your claim/leave online at www.mylibertyconnection.com or by calling your Case Manager at 1-800-210-0268 or Leave Specialist at 1-888-787-1751.

Authorization to Release Information

I authorize any health care provider having information about my physical or mental condition and treatment to give all information to the Company in the Liberty Mutual Group of companies and/or Plan Sponsor to which I am submitting a claim. I understand the information obtained by this Authorization will be used to determine eligibility for benefits. Information obtained under this Authorization or directly from me may be released to persons/organizations providing medical treatment or claim management/advisory services in connection with my claim, including Employee Assistance Programs (EAP), or other similar disease management/assistance programs providing services to the Plan Sponsor and/or the Company. This Authorization is valid for two years from the date appearing below with my signature. I have the right to revoke this Authorization by notifying the Company. I know that I may request a copy of the Authorization and I agree that a photographic copy shall be as valid as the original.

Employee Signature
Date

Print Employee Name

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