The George Washington University Disability and Family & Medical Leave policies are administered by Liberty Mutual. Liberty Mutual is available 24 hours a day, seven 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 Mutual's secure website or by phone. Please visit www.mylibertyconnection.com to access employee resources and online tools.

**When Do I Report a Claim/Leave?**

You may report a disability claim or maternity leave 30 to 45 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.

**How Do I Report a Claim/Leave?**

1. Contact your supervisor to report your absence.

   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, if applicable.
   - Your manager’s name, telephone number and email address.
   - The reason you are out of work (such as your diagnosis/symptoms).
   - Your last day worked, first day absent from work and anticipated return to work date.

   Or, call 1 (800) 213-5609 to speak with an Intake Care Specialist to report your claim/leave.

   **Note:** Liberty Mutual requires your physician to provide information about your medical condition. If this information cannot be obtained, benefits may be delayed.

3. Keep a record of your leave number.

   You may securely check the status of your 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.

For more information, visit the GW Benefits website at benefits.gwu.edu. Here, you will find important information on benefits continuation and requirements for returning to work, as well as links to resources available to employees expecting the birth of their child. Please contact GW Benefits at (571) 553-8382 or benefits@gwu.edu with any benefits questions.