



## **How to File a Short Term Disability Claim for VRS Hybrid Members (VLDP)**

**After you have met the coverage eligibility waiting period (one continuous year from your full time hire date with LCPS)...**

Call Reed Group toll free at 1-877-928-7021 as soon as possible. If you know you are going to be out more than 7 calendar days, you do not have to wait to file a claim. However, your claim must be filed within 14 days of your incident as Reed Group will not look back beyond 14 days of the claim being filed. You, a family member or friend may contact Reed Group on your behalf. Have the following information ready:

- Job title and employer name
- Date of birth
- Current mailing address
- Brief description of your disability and whether you have filed a workers' compensation claim if you are applying for work-related disability
- Last day you were or will be able to work
- Name, address, phone number and fax number of your doctor or other licensed treating healthcare professional

You will receive an information packet with forms that you and your licensed treating healthcare professional must submit before Reed Group can complete its review of your claim.

Short-term disability as approved by Reed Group may afford you up to 125 days of job and benefit protected leave. Your 60 days of FMLA will run concurrently with this leave.

**You are responsible for filing your short-term disability claim – LCPS staff members CAN NOT file a claim on your behalf.**