



LEAVE OF ABSENCE REASON: Military

Report your leave of absence to Broadspire
Via phone at 866-357-1122 [available 24/7/365]

OR

Complete this reporting form, then email it to: NOL@choosebroadspire.com [email available only for reporting new claims]

PLEASE NOTE: Once claim is reported to Broadspire, submit all paperwork and documentation by either:
 FAX to 859-550-2744 or 770-723-8584 OR upload documents to portal at www.myleavetech.com [no email option available]

What is the reason for the leave?	Military Leave
Are you requesting leave for <u>your own</u> military deployment?	If for your <u>own</u> deployment, please contact the Staff & Labor Office at 215-898-0698. Broadspire does not handle your claim.
Do you work for the Hospital of the University of Pennsylvania--also known as HUP? [please indicate yes or no] <i>*NOTE: Children's Hospital--also known as CHOP--is NOT part of the University of Pennsylvania.</i>	
Do you have an <u>academic appointment</u> with the University?	NOTE: If you are a hospital employee but do <u>NOT</u> have an academic appointment, please contact the UPHS Disability Management Office at 215-615-2360 to request your leave. Broadspire does not handle your claims. However, if you are a hospital employee and <u>DO</u> have an academic appointment, please continue on with this leave request.
May I have the last 4 digits of your SSN?	
May I please have your first name?	
And your last name?	
What is the best phone number to reach you?	
For verification, can you please provide your date of birth?	
Would you prefer to receive your claim information and paperwork via email or US Post Office?	
If preferred by email, what is the email address you'd like us to use?	
How will you be taking your leave time -- continuously [4 or more <u>consecutive</u> days] or intermittently ?	

What is the Start Date for this leave?	
And the End Date?	
If taking 4 or more consecutive days, what is the last day you will work before going out on leave?	
What is your current work schedule?	
Who is the military leave regarding? [Please indicate: child, domestic partner, parent, spouse, next of kin]	
What is the name of the military person related to you?	
What is the reason for this military leave? [Please indicate: exigency, medical or death]	
Any additional notes/comments you'd like to include:	

FINAL NOTES, PLEASE READ:

Thank you. To help you better understand what to expect in the claim process, the following is some additional information with next steps:

First, a leave specialist will be assigned to your case, and if there is anything else they need, they will be in contact with you within two business days to obtain the necessary information. They also will be able to answer any plan or coverage questions.

Please note, you will receive a confirmation of your leave request by whichever method you've chosen--either email or US Postal Office--which will contain your claim number. It's very important to use that claim number on all paperwork you submit to ensure it is attached to the correct claim.

If you chose to receive your claim information by email, it will be sent from a choosebroadspire.com email address so please check your junk or spam folder if you do not receive it.

A determination on the claim and benefits cannot be made until the required documents are received. It is important to have these completed and returned in a timely fashion.

As a reminder, failure to provide the information or paperwork requested in a timely manner may result in the delay or denial of your request. The due date will be clearly stated in the confirmation you receive.

If you miss the deadline, all time taken will be denied and may be subject to your company's attendance policies, possibly resulting in disciplinary action up to and including termination. If there are circumstances preventing you from submitting a completed form in a timely manner, please contact Broadspire as soon as possible.

In the future, if you've provided us with your preferred email address and you'd like an online option to check the status of your existing claim, upload documents or contact your specialist, please log onto the self-serve portal at www.myleavetech.com using the steps found in the packet you receive from us.

[INTERMITTENT ONLY] To report intermittent time in the future, you are required to report the time taken via your UPENN Workday system. UPENN will then log that time into the appropriate existing intermittent claim on your behalf. Please note, you will not be able to report instances of time away from work directly to Broadspire; only through Workday.

[CONTINUOUS ONLY] If your leave is for 4 or more consecutive days away from work, and depending on your job classification, you may qualify for short-term disability benefits. The claim packet you receive will contain information about any disability income benefits you may be eligible for.

If you do not receive your claim packet or if you have any questions during the claims process, please call us back at this same number.