HOW TO REQUEST A LEAVE

NSU's FMLA and Short-Term disability program are administered through Lincoln Financial Group (LFG).

LFG offers NSU employees a portal to submit claims and check the status at any time.

We have created this 3-Easy step guide to make this process as easy and worry-free as possible.

If you have any questions you may contact the Office of Human Resources at loa@nova.edu, Lincoln Financial Group at 1-800-291-0112 or your Human Resource Contact

1

NOTIFY YOUR SUPERVISOR AND LFG

NSU policy requires employees to notify Lincoln, and their immediate supervisor, of any intermittent or continuous absences that may be considered a serious health condition under the FMLA. Notice is required no more than 30 days in advance for planned medical treatment or procedures, or with as much notice as possible if the leave is unforeseeable.

Intake Specialists at Lincoln are available 24/7 online at MylincolnPortal.com. First time users must register using Company Code **NSU-EE** or you can call **1-800-291-0112** and speak with an Intake Specialist to report your claim.

Please have the following information available:

- Your physician or medical care provider's name, address, fax and telephone numbers
- Your direct supervisor's name, telephone number and e-email address
- Reason you are out of work (Diagnosis/Symptoms)
- Your last day worked, first day absent from work, and anticipated return to work date

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PROVIDE MEDICAL CERTIFICATION

(Returning medical certification to Lincoln is YOUR responsibility)

Lincoln will attempt to obtain as much detailed medical information as needed and request copies of your medical records. To expedite this process, please provide your physician or medical care provider with a copy of the **Authorization to Release Information** at your next visit or you can use the **Voice Authorization and eSignature features** for a quicker process.

This form or voice authorization gives your doctor permission to release your medical information to Lincoln. The authorization form can be found at MylincolnPortal.com .If the healthcare provider does not respond to the request from Lincoln within 10 business days, your Claims Examiner will contact you to develop a plan of action.

To prevent delays, inform the healthcare provider for you or your family member that Lincoln will be sending medical certification and may contact them via telephone or fax.

The Office of Human Resources encourages you to have a hassle-free Shark leave by submitting documentation in a timely manner.

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3

RETURN TO WORK

A Return to Work Form must be completed by your healthcare provider (when applicable) and submitted to your Benefits Team at loa@nova.edu or you may fax it over to **954-262-6859**.

If restrictions are listed on the Return to Work form, they must be communicated to Lincoln for verification. Restrictions to your return to work that reduce your work schedule may reduce your earnings until you are able to resume work without restrictions.

The Return to Work Form is **not** required when returning from FMLA to care for a family member, Intermittent leave and/or bonding leave.

DOWNLOAD THE RETURN TO WORK FORM