

Workers' Compensation and Disability Leave Checklist

Action	Workers' Comp	Short-term disability claim	Maternity leave claim	Paid Family Leave claim	Faculty Paid Parental Leave claim	Date completed
1. One month prior to your leave notify your manager/HR Partner about your leave—discuss internal leave procedures, your eligibility for FMLA and CFRA, and topping off your pay while on leave.	No	Yes	Yes	Yes	Yes	
2. Those who elected USC Basic or USC Supplemental Plan need to initiate a claim by calling Broadspire at following numbers: <ul style="list-style-type: none"> Workers' Comp (800) 495-2315, option 2 (if you are missing work due to WC injury you must also call in a disability claim) Disability (800) 495-2315, option 1 Failure to call Broadspire may disrupt pay. Those who elect California state coverage can initiate their claim by contacting EDD: Website: https://edd.ca.gov/en/disability/how_to_file_a_di_claim_in_sdi_online/ Phone: 800-480-3287 from 8am-5pm	Yes	Yes	Yes	Yes	Yes	
3. If not receiving disability pay or not receiving enough pay to continue paying for your benefit premiums contact HR Service Center at (213) 821-8100 to make payment arrangements. Non-payment will result in cancellation of benefits after 60 days. Those who elect California state coverage can contact EDD by phone or online: Website: https://edd.ca.gov/en/disability/Contact_SDI/ Phone: 800-480-3287 Those who elect California state coverage can contact EDD by phone or online: Website: https://edd.ca.gov/en/disability/Contact_SDI/ Phone: 800-480-3287 from 8am-5	Yes	Yes	Yes	Yes	No	
4. Contact departments for which you wish to remove a payroll deduction (e.g., contact Transportation to remove your parking permit deduction).	Yes	Yes	Yes	Yes	Yes	
5. Complete and return the claims packet to Broadspire. Those who elect California state coverage can contact EDD by phone or online: Website: https://edd.ca.gov/en/disability/how_to_file_a_di_claim_in_sdi_online/	Yes	Yes	Yes	Yes	Yes	

<p>6. Make sure your physician faxes the Physician's Certification form to Broadspire at (770) 777-6415 (<i>Workers' Compensation fax</i>) and (859) 550-2172 (<i>Disability fax</i>). No disability pay will be processed if this form has not been received by Broadspire.</p> <p>Those who elect California state coverage can contact EDD by phone or online: Website: https://edd.ca.gov/en/disability/Contact_SDI/ Phone: 800-480-3287 from 8am-5pm</p>	Yes	Yes	Yes	No	No	
<p>7. Notify Broadspire when you deliver your baby.</p> <p>Those who elect California state coverage can contact EDD by phone or online: Website: https://edd.ca.gov/en/disability/Contact_SDI/ Phone: 800-480-3287 from 8am-5pm</p>	No	Yes	Yes	No	Yes	
<p>8. Within 30 days of birth, add child onto your benefits via Workday (provide copy of hospital birth letter as provisional documentation); official birth certificate must be submitted as soon as received.</p>	No	Yes	Yes	Yes	Yes	
<p>9. Provide Broadspire with proof of relationship to baby.</p> <p>Those who elect California state coverage can contact EDD by phone or online: Website: https://edd.ca.gov/en/disability/Contact_SDI/ Phone: 800-480-3287 from 8am-5pm</p>	No	No	No	Yes Non-Birthing Parent must provide for bonding	Yes	
<p>10. Provide Broadspire with physician's note stating the duration and frequency of care required for a family member in your care.</p>	No	No	No	Yes Required to care for a seriously ill family member	Yes	
<p>11. Provide Broadspire and your HR Partner with work status reports, including your return-to-work date when available; if both are not notified, pay may be disrupted.</p> <p>Those who elect California state coverage can contact EDD by phone or online: Website: https://edd.ca.gov/en/disability/Contact_SDI/ Phone: 800-480-3287 from 8am-5pm</p>	Yes	Yes	Yes	Yes	Yes	
<p>12. Provide Broadspire with your timecard at the end of every pay period (if you are on a reduced or modified work schedule).</p> <p>Those who elect California state coverage can contact EDD by phone or online: Website: https://edd.ca.gov/en/disability/Contact_SDI/ Phone: 800-480-3287 from 8am-5pm</p>	Yes	Yes	Yes	Yes	Yes	

If you have elected USC Basic & USC Supplemental, for information about your claim, benefit eligibility, or payment status, contact your Broadspire claim examiner.

If you have elected California State Disability Insurance (SDI), for information about your claim, benefit eligibility, or payment status, contact EDD.