

Pregnancy Check

List



Helpful pointers to help during your pregnancy and care of a newborn

- Are you eligible for FMLA?
- Do you have a NSC of at least 1 year having worked 1250 hours
- Are you a resident of the state of NJ or NY?
- You may be eligible for an additional 6 weeks under NJFTDL.
- Do you have at least 6 months tenure at the company?
- If yes then we know you will be eligible for Short Term Disability Benefits after the birth of your baby to cover the first 6 weeks.
- You can apply for STD benefits as far ahead as 30 days before your due date
- You can be eligible for a job accommodation while you are still working. (additional breaks to use the restroom just an example)
- You can be on leave to care for your child up to a year (unpaid)
- While you are out on STD for the birth of your baby, you need to enroll your baby with health benefits. You must contact the benefits center at 877-722-0020 within 31 days of the birth.
- HR Onestop 888-722-1787
- For additional question please see a steward or contact the Local at 212-633-2666.

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Short Term Disability at a Glance



INFORMATION NEEDED FOR APPROVAL

To help the approval process of your STD claim your submittal should include the following:

1. Current Symptoms
2. Other medical conditions that may affect your recovery period
3. Any existing abnormalities
4. Results from physical examinations
5. Observations made by your dr during office visits and or therapy sessions
6. Findings from a mental-status examination including clinical presentation & interaction
7. Diagnostic tests and their results (for example lab results, X-rays and MRI's)
8. A treatment plan
9. Any prescribed medications and how your responding to them
10. Complications, if any
11. Level of functionality (restrictions and limitations)
12. Documentation that supports the leave of absence. (your dr needs to be as DETAILED
13. Possible with this information.)
14. Description of how your illness or injury has affected your ability to function on the
15. Job as well as your daily activities

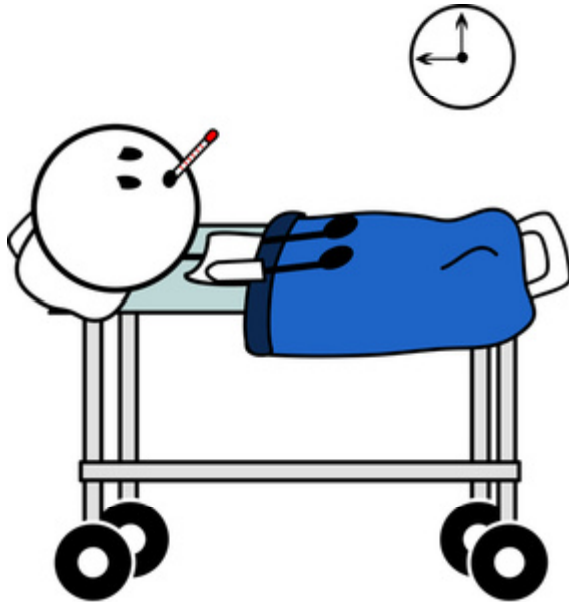
PLEASE REMEMBER THIS INFORMATION WILL GET YOUR CLAIM APPROVED BE AS DETAILED AS POSSIBLE

- Leave of absence administered by the state after you have been out of work (7) consecutive calendar days.
- You must have completed at least (6) months net credit service (meaning you have worked for the company at least 6 months)
- To qualify for STD Benefits you must be absent from work unable to perform your job due to illness(including pregnancy) or injury for than 7 days after the approved date of disability.

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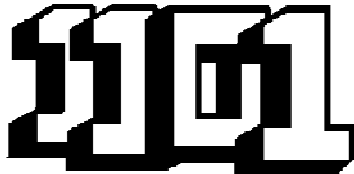
NOT ALL CONDITIONS WILL QUALIFY UNDER STD, BUT MAY QUALIFY UNDER DIFFERENT LEAVE OPTIONS



The following conditions will not qualify for STD as the recovery time is generally less than 7 days

- Abortion
- Acute Hemorrhoids
- Breast biopsy (benign)
- Dilation and curettage (D&C)
- Dizziness
- Fatigue
- Flu/Cold
- Gum Surgery (periodontal)
- Headaches/ Migraines
- Kidney Stones
- Laparoscopic abdominal surgery, including appendectomy, gall bladder removal,
Tubal ligation, pelvic adhesions, laparoscopic hernia repair
- Miscarriage
- Normal pregnancy before delivery
- Sore throat
- Stomach Flu
- TMJ syndrome
- Tooth extractions
- Vasectomy

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Contact info

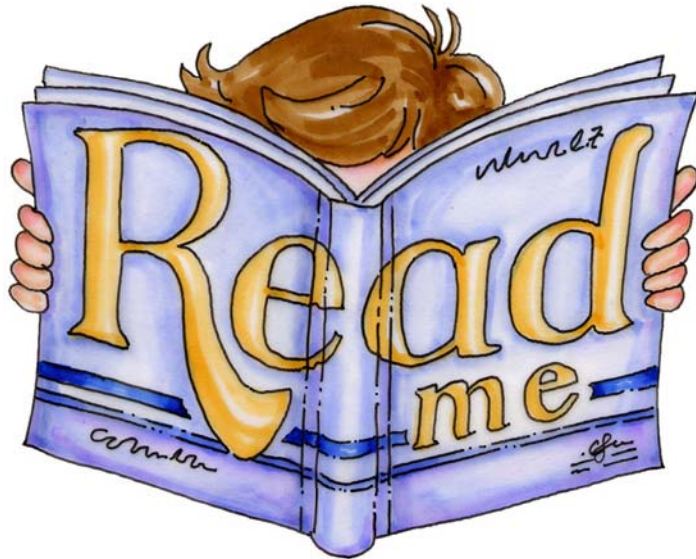
IDSC 877.722.1787

Disability

NJ 609 292 6135

NY 800 842 1718

Any questions or concerns contact: CWA Local 1101 AT&T Mobility HealthCare Liaison: 212.633.2666



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EMPLOYEE RESPONSIBILITIES

- YOU MUST FILE DISABILITY CLAIMS WITH THE IDSC
- PROVIDE CREDIBLE, OBJECTIVE MEDICAL EVIDENCE WHENEVER REQUESTED
- YOU SHOULD FILE A CLAIM AS SOON AS YOU KNOW YOU WILL BE DISABLED MORE THAN (7) CONSECUTIVE CALENDAR DAYS BUT NOT MORE THAN 30 DAYS PRIOR TO DISABILITY

FREQUENTLY ASKED QUESTIONS

Q: How does FMLA work with STD benefits?

A: FMLA will run simultaneously with your approved STD benefits as long as you are **eligible and have FMLA time available.**

Q: What happens if my claim is denied?

A: You should contact the IDSC to appeal the denial.

Q: What happens if your claim is approved?

A: remain under doctors care

Be available for contact by the IDSC staff and provide additional information when asked

Have a medical or psychological evaluation if requested by the IDSC

Not working any other jobs

Not attending school

FAILURE TO COMPLY WILL GET YOUR CLAIM DENIED

Q: What happens to my health and life insurance benefits while out on leave?

A: they will not be affected as long as you continue to pay your contributions. These contributions will automatically be deducted from your disability payments

Q: Do I have to call the IDSC when I'm released by my dr to return to work?

A: YES when your are released to work contact the IDSC and your supervisor

Q: What happens if I am returned to work with driving restrictions?

A: Transportation is the responsibility of the employee.



FMLA
The Family Medical Leave Act of 1993

This is a leave that is available in a bulk of time or in intermittent periods for the employees own serious illness, or the care of a family member. This leave has specific criteria in order to be eligible:

~Employee must have (1)one year tenure having worked 1250 hours~

This leave is opened thru HR One Stop via phone 888-722-1787
The forms can be sent via email or regular mail.

The forms have to be filled out completely by your doctor and faxed from the doctor's office, or sent via regular mail.

Page1: The medical certification needs to be filled out by the employee, its basic information about the employee but note ***it has a return date on it you must have the form back by that date or call the HR One Stop for an extension.***

Page 2: The form needs to be filled out by your doctor. He needs to be detailed as possible in order to get FMLA leave period approved.

Page 3: This page is where the doctor fills in your treatment plan and the days of incapacitation meaning ,if your FMLA absences are for several days per month for yourself or a family member he or she needs to write that in. For example if you suffer from migraine headaches that leave you unable to perform your job function, your doctor may recommend you be excused from work 3 times per month. So your doctor would fill in 3 next to the days per month.

~It's strongly recommended that your doctor add additional notes on this page to support your need for FMLA~
Once your claim is approved by Claims administrator you are able to start using your intermittent absence periods.

How do you report your need for FMLA?

These absences are reported to your attendance manager or immediate supervisor depending on your work location.
FMLA absences have to be reported within 2 business days from the return to work [the day you return is considered day 1]

After an intermittent absence is taken you will receive an email or a letter to the address on record stating if the absence was approved or not. This document is very important .If the time was approved then nothing more is needed, if the time off was denied you have 14 days to get the additional supporting documents in to the claims administrator .

Your Dr. may need to just add additional notes to the forms he or she previously submitted and resend them.

This absence will be counted against your yearly allotted amount of time. Annually FMLA guidelines allow 480 hours or 12 weeks

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Now available The Department of Labor provides a free app from itunes: DOL-Timesheets.
This app helps you to calculate and keep track of hours worked without relying on the company to do it for you.

Also available thru the DOL a work hours calendar to keep track of your time, for your very own record keeping. (see your steward for a copy of this calendar)

Job Accommodations/ADA Accommodations



- An ADA Accommodation can be granted to an employee with physical or mental conditions that prevents them from performing their essential job functions or provide an on the job accommodation.
- A job accommodation can be available for employees with permanent or temporary disabilities, to accommodate doctor restrictions on the job.
- Job accommodations & ADA Accommodations are facilitated thru the IDSC. Information is submitted

For additional information contact
Job Accommodations Network:
Askjan.org or 800.842.1718

**CWA Local 1101 AT&T Mobility HealthCare
Liaison: 212.633.2666**

IDSC 877.722.1787

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Workman's Compensation

- For employees who become ill or hurt on the job.
- Inform supervisor of this injury or illness.
- Contact IDSC 866 276 2278
- ALL CLAIMS MUST BE REPORTED WITHIN 60 DAYS OF YOUR FIRST ABSENCE FROM WORK.
- Under the NJ/NY workers' compensation law, the employer and/or their insurance carrier can select the physician(s) to treat injured workers for work related injuries.

NYS Workers' Compensation Board

Albany, NY 12207

Customer Service Toll-Free Number

(877) 632-4996

(518) 462-8880

Monday, Thursday, Friday - 8:30 AM to 4:30 PM

Tuesday, Wednesday - 8:30 AM to 6:00 PM

E-mail the Board: general_information@wcb.ny.gov

**NJ Department of Labor and Workforce
Development**

P.O. Box 381

Trenton, New Jersey 08625-0381

tel: (609) 292-2515, fax (609) 984-2515

General E-Mail: dwc@dol.state.nj.us

NJ Workers Compensation FAQ:

<http://lwd.state.nj.us/labor/wc/content/faq.html#G2>