



# Request a leave with confidence

## How to request leave

### The Hartford makes it easy to request leave

#### **Step 1: Know when it's time to request a leave**

If you're absent from work, we can advise you on when to request a leave. If your absence is scheduled, such as an upcoming hospital stay, call us 30 days prior to your last day of work. If unscheduled, please call us as soon as possible.

The Trustees of the Smith College

Policy Number: 715775

Your leave management program is managed by The Hartford.

#### **Step 2: Have this information ready.**

Name, address and other key identification information

Last full day of active work

Your treating physician's name, address, phone and fax numbers

The nature of your claim or leave request

Your HR representative's name and phone number.

#### **Step 3: Make the call or file online**

With your information handy, call The Hartford at 1-888-301-5615 or file online at [thehartford.com/mybenefits](http://thehartford.com/mybenefits). You'll be assisted by a caring professional who'll take your information, answer your questions and file your claim or process your leave request.

#### **To request leave**

**1-888-301-5615**  
**M-F, 8 a.m. to 8 p.m., ET**  
Policy Number: 715775

[www.thehartford.com/mybenefits](http://www.thehartford.com/mybenefits)



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### Get supportive assistance.

Even after you have requested a leave, we may be in touch to check your progress, answer questions or obtain additional information from you. Our goal is to offer a smooth and hassle-free experience until you return to work. Feel free to also contact us with anything that's on your mind. We're here to help.

### Relax and stay positive

You can feel confident in our knowledge, experience and understanding of what you're going through. We're with you all the way, so you can receive the benefits you qualify for and get back to your life.

## Quick facts.

Our goal is to help get you through your time away from work with dignity and assist you in any way we can. Keep the card below in a safe place for future use. We'll be there when you need us.

**For more information,  
please contact  
The Hartford  
1-888-301-5615**



### When you call, The Hartford will ask you for:

Your name, address and other key identification information  
The name of your department and last full day of active work  
Your treating physician's name, address, and phone and fax numbers  
The nature of your claim or leave request  
Your HR representative's name and phone number.

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Disability Form Series includes GBD-1000, GBD-1200, or state equivalent.

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