

	Notice/intake	Eligibility/Communication	Substantiation	Extension	Payroll	RTW
Employee	<ul style="list-style-type: none"> - Notifies Manager/Dept. of need for Leave or Accommodation - Submits request for leave or accommodation with Sedgwick - If for own illness, file disability claim with Lincoln Financial 	<ul style="list-style-type: none"> - Receives notification of eligibility and next steps 	<ul style="list-style-type: none"> - Completes and submits necessary paperwork 	<ul style="list-style-type: none"> - Employee requests extension and submits forms 	<ul style="list-style-type: none"> - Employees receive payment for some UCI LOAs & disability 	<ul style="list-style-type: none"> - Employee contacts vendor partner(s) regarding RTW - Employee contacts Manager/Dept regarding RTW scheduling, access
Managers	<ul style="list-style-type: none"> - Refers employee to Sedgwick to initiate leave or accommodation request 	<ul style="list-style-type: none"> - Receives notifications regarding ee leave status, accommodation requests/participates in Interactive Process 		<ul style="list-style-type: none"> - Receives notification regarding employee status 	<ul style="list-style-type: none"> - Submits and approves time (may vary by dept.) 	<ul style="list-style-type: none"> - Confirms RTW
Sedgwick	<ul style="list-style-type: none"> - Obtain leave information - Set expectations with employee - Send initial leave packet - Explain leave process and eligibility - Notify appropriate parties at UCI of filed leave 	<ul style="list-style-type: none"> - Determines eligibility & notifies employee & supervisor - Refer employee to the UCI LOA team to review eligibility for any leaves not in vendor scope 	<ul style="list-style-type: none"> - Review information provided by employee and/or provider and make leave determination - Send decision letter to ee and notification to appropriate parties at UCI 	<ul style="list-style-type: none"> - Receives and reviews extension request and communicates extension determination to employee and appropriate parties at UCI 	<ul style="list-style-type: none"> - Notifies UCI LOA team of status 	<ul style="list-style-type: none"> - Contacts employee five days before estimated RTW date - If ee is released to RTW, notifies UCI LOA team and manager/HR of RTW - If ee is not able to RTW as planned, will request recertification from employee - If ee is able to RTW with accommodations, gather information and open Accommodation request
Lincoln	<ul style="list-style-type: none"> - Create disability claim 	<ul style="list-style-type: none"> - Determine eligibility and notify employee 	<ul style="list-style-type: none"> - Make determination and notify employee 	<ul style="list-style-type: none"> - Reviews ext. request and communicates determination to ee 	<ul style="list-style-type: none"> - Issue disability benefit checks 	<ul style="list-style-type: none"> - Notify UCI LOA Team
Dept. HR Reps	<ul style="list-style-type: none"> - Assist employee and supervisor as appropriate with questions or concerns (white glove treatment) - Handle any escalations from employees and/or managers (i.e. leave or accommodations) - Provide internal status updates as inquiries are received - Update any internal systems (i.e. Extended Absences in UCPath, Time Reporting in TRS, etc.) - Manage out-of-scope leaves end-to-end 				<ul style="list-style-type: none"> - Enters time in TRS and EA in Path - Note: UCPath will provide direct billing invoices for employees on Leave without Pay 	<ul style="list-style-type: none"> - Update internal systems to reflect return to work date based upon vendor notification - Ensure employee has system/building access for return
UCI LOA	<ul style="list-style-type: none"> - Facilitate escalations and questions from employees and/or managers as requested. - Provide status updates to managers and HR as inquiries are received - Receives and monitors leave and accommodation reports from Sedgwick 				<ul style="list-style-type: none"> - Assist with policy and process questions as needed - Interacts with UCPath as needed 	<ul style="list-style-type: none"> - Assists with cases as needed