



## SHORT TERM DISABILITY LEAVE CHECKLIST

- Complete the [Leave Of Absence \(LOA\) Form](#) and send to HR or Publicis Benefits Connection (PBC) at [benefits.sharedservices@lionresources.com](mailto:benefits.sharedservices@lionresources.com).
  
- Call Hartford at 1-800-549-6514, 8am-9pm ET to initiate a claim.
  - Expect to receive an LOA Packet from Hartford. Please return any necessary paperwork to them.  
**STD Group Number:** 342283  
**Company:** MMS US Holdings Inc. (This is the name of the Holding Company for Publicis USA operations).
  
- Do you work in the State of New York/New Jersey?**
  - If yes**, did you begin receiving state disability checks from Hartford on behalf of these states? If not, please contact Hartford to inquire.
  - Please expect to see an offset in your paycheck in the amount of the state payment from Hartford. This is to ensure that you do not receive more than 100% pay during disability. If you have not seen an offset in your paycheck, please contact PBC.
  - \*\*\*\*If you are a Sapient employee working in NJ**, please visit <http://lwd.dol.state.nj.us/labor/tdi/tdihome.html> or call 609-292-7060 to file a NJ State Disability claim. Once approved, please provide a copy of the statement to PBC so offsets can be taken from your paycheck. This is to ensure that you do not receive more than 100% pay during disability.
  
- Do you work in the State of California?**
  - To file a California Short Term Disability Claim, please visit** [http://www.edd.ca.gov/Disability/SDI\\_Online.htm](http://www.edd.ca.gov/Disability/SDI_Online.htm). You will receive CA State Disability payment from the California Employment Development Department (EDD). Once approved, please provide a copy of the statement to PBC so offsets can be taken from your paycheck. This is to ensure that you do not receive more than 100% pay during disability.
  
- Are you no longer receiving pay from the company?**
  - If yes**, did you begin to receive invoices from PBC in order to remit payment for your benefits?
  - If you have not received invoices from PBC for your benefit premiums**, please contact Publicis Benefits Connection (PBC) Service Center at [benefits.sharedservices@lionresources.com](mailto:benefits.sharedservices@lionresources.com).