



Short-Term Disability Checklist

This checklist will assist you with the actions you will need to complete during your leave.

Prior to Your Leave

- ☐ Review the Short-Term disability Plan document located on [Newell Central](#).
- ☐ Notify your manager within 30 days of your planned leave, or as soon as possible that you need to be out on disability.
- ☐ Contact **Prudential** at **877-367-7781** between **8:00am-8:00pm EST Monday through Friday** or visit www.prudential.com/mybenefits to file a leave claim.
- ☐ Gather the information you'll need to provide to Prudential. They'll need:
 - Company Name: Newell Brands
 - Company Control Number: 72267
 - Employee ID or Social Security Number
 - Reason for your absence (diagnosis/symptoms)
 - Last day worked, first day absent from work and anticipated return to work date
 - Work Schedule
 - Your manager's name, telephone number and email address
 - Your physician or medical care provider's name, address, fax and telephone numbers
 - If caring for a qualified family member, their relation to you
- ☐ Ensure your physician or medical care provider completes the Health Care Provider Certification.
 - Sign the medical authorization and return to Prudential and your treating physician.
- ☐ Notify Prudential and your HRBP of your intent to take any state leave benefits at least 30 days in advance.

Short-Term Disability Benefit Eligibility

- ☐ After 90 days of employment
 - Salaried (Professional/Clerical) FT employees are eligible for STD benefits of 80% base salary.
 - Hourly (factory/retail) FT employees are eligible for 60% of base salary.

Once approved for Short-Term Disability

- ☐ You must notify your manager/HRBP if you wish to use any accrued PTO/vacation time to supplement your disability payment. Your HRBP or manager will need to submit a PTO/vacation request form to payroll for processing or enter time in Workforce.
- ☐ Employees can use up to a week of PTO/vacation or sick pay if they are subject to an initial 7-day elimination period before STD benefits are payable.
- ☐ Professional/clerical may use 1 hour increments up to 1-day PTO per week on STD.
- ☐ Factory hourly/retail may use 1 hour increments up to 2 days of sick time/PTO/vacation per work week.
- ☐ You understand that STD benefits may be delayed until medical certification is received that supports your claim.



- ☐ Your short-term disability will run concurrent with any federal FMLA leave.
- ☐ Prudential sends a weekly approval file to the LOA Specialist. All paid leave will be issued based on your regular pay cycle.
 - If your paid leave is approved after Prudential sends the weekly file, you may not receive your pay. Instead, the paid leave will be included on your next regular pay cycle.
 - Escalations can be sent to your HRBP for additional review.

State Disability Coordination

To the extent permitted by law, the Newell disability and paid leave policies are not intended to result in duplicative paid time off. **State Disability Benefits:** Depending on the state where you work, you may be entitled to state disability benefits. If you work in a state that provides state paid disability or family and medical leave benefits (CA, CT, DE, MA, ME, NY, NJ, RI, WA), your Newell plan benefits will be reduced by an estimated amount you are expected to receive from the state. **See more information below on how to apply for your state benefits and what to expect.** You must Notify Newell and Prudential at least 30 days in advance of your intent to take state benefits.

- ☐ If the amount you are expected to receive from the state is a greater than the Newell benefit, you will still receive a weekly minimum of \$25 from Newell.
- ☐ You will receive benefit payments from two different sources – Newell payroll and either the state or Prudential.
- ☐ Once you have received your state benefit award letter, you **MUST** provide a copy to Prudential.
- ☐ Your Newell payments will continue to follow your normal pay cycle. Your state benefits may be sent on a different schedule.
- ☐ When applying for the state benefit you should indicate either that you are not receiving pay for time after your last day worked or that you are only receiving pay that represents the difference between regular wages and state leave benefits. ***DO NOT indicate that you are receiving pay from your employer during your period of STD as that will make you ineligible for state benefits.***

State Disability Details – plan provisions and sites are subject to change

If you work in one of these states, Your STD benefits under this Policy will be offset by any amount you receive or are entitled to receive under a state disability/paid leave plan. State benefits must run concurrent to your Newell STD benefit and in some cases, you may be eligible for state leave benefits that extend beyond the Newell STD benefit. State benefit amounts vary by state but are based upon a percentage of your earnings. You must file directly with the state. **Failure to comply with the required employee actions may result in a delay in the processing of your pay during your leave period.**

When applying for benefits with a state, you must indicate that your employer only pays for disability benefits over and above the state provided benefits or that you are only receiving pay that represents the difference between regular wages and state leave benefits. Do not indicate that you receive 100% of pay from your employer or you will be denied benefits from the state.



State	Phone Number	Website	Employee Action	Eligibility
CA	(800) 480-3287	www.edd.ca.gov/disability	File a claim for the California state disability insurance or the California Paid Family Leave.	You may be eligible for up to 52 weeks of paid leave.
CT	877-499-8606	https://ctpaidleave.org/	File a claim for the CT Paid Family & Medical Leave (PFMLA).	You may be entitled to up to 12 weeks of paid leave.
MA	(833) 344-7365	https://www.mass.gov/paid-family-and-medical-leave-benefits	File a claim for the MA Paid Family and Medical Leave.	You may be eligible for up to 20 weeks of paid leave.
RI	(401) 462-8420	http://www.dlt.ri.gov/tDI/	File a claim for the RI Temporary Disability Insurance (TDI) or Caregiver Insurance Benefit (TCI)	You may be eligible for up to 30 weeks of TDI and 6 weeks (effective 1/1/2023) of TCI.
NJ	(609) 292-7060	www.myleavebenefits.nj.gov	No action required for the NJ Temporary Disability as Prudential will administer however, you do need file a claim for Paid Family Leave.	You may be eligible for up to 26 weeks for the NJ TDI.
NY	(844) 337-6306	https://paidfamilyleave.ny.gov/v/	No action required – Prudential will handle	You may be eligible for up to 26 weeks for the New York DBL.
WA	(833) 717-2273	https://www.paidleave.wa.gov/v/workers	File a claim for the WA Paid Family and Medical Leave.	You may be eligible for up to 12 weeks for the WA PFML.
OR	(971) 245-3844	www.oregon.gov/boli	Effective 9/1/2023, File a claim for the OR Paid Family and Medical Leave	You may be eligible for up to 16 weeks for Oregon Paid family & Medical Leave (OR PFML)

During your Leave

- ☐ Respond to any phone calls or mailed information requests from Prudential otherwise, failure to respond may result in processing delays for your benefits.
- ☐ Notify both your manager/HRBP and your Prudential case specialist of any changes regarding your plan to return to work.

**Return to Work**

- ☐ Report your return to work to Prudential by calling your case specialist at 888-651-9138 or updating online at prudential.com/mybenefits. Also notify your HRBP/Manager.
- ☐ If requested, complete a Fitness for Duty form with your provider and return it to your HRBP/Manager upon your return to work.
- ☐ If you have been out for longer than 30 days, you may be required to take a drug screen.

If STD is exhausted

- ☐ If you have Long-Term Disability coverage, your Prudential case specialist will automatically start a claim and begin the evaluation process prior to your STD benefit ending.
- ☐ If you do not have Long-Term Disability coverage and you are unable to return to work, your case specialist will engage with you in an ADA accommodation evaluation.

Paying for your Newell Benefits While on a leave of absence

- ☐ During your paid leave, Newell will continue to pay its portion of your group health insurance premiums and you must pay your share, if any, of the health insurance premiums through payroll deductions. All benefits (e.g., medical, dental, life insurance, disability insurance, etc.) remain in effect except Dependent Care FSA, which must be dropped (if applicable) while you are on leave. Please **contact the Newell Brands Benefit Center at 833-463-9355 once you return if you wish to re-enroll in your Dependent Care FSA.**
- ☐ If your Newell paycheck does not cover your portion of insurance premiums through payroll deductions while on a leave, your benefit deductions will go into arrears. Once you return to work, you will be responsible for any missed benefit premium deductions. They will automatically begin deducting on your next paycheck. If you are on an unpaid leave longer than 4 weeks, your benefit deductions maybe set up on direct billing with the Newell Brands Benefits Center. **If you have any questions about your benefits continuation, please contact the Newell Brands Benefits Center at 833-463-9355.**