

REQUEST A LEAVE WITH CONFIDENCE



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.

Step 2: Information that will be Requested

- *Your name, address and date of birth*
- *Last full day of active work*
- *The nature of your claim and leave request*
- *Your treating physician's name, address, phone and fax numbers*

Step 3: Make the call or file online

With your information handy, call The Hartford at

1-888-301-5615 or file online at

www.abilityadvantage.thehartford.com

You'll be assisted by a caring professional who will take your information, answer your questions and file your claim.

TO REQUEST LEAVE



Scan the QR code or call
**1-888-301-5615 M-F, 8
a.m. to 8 p.m., ET**

Step 4: Contact the Benefits Team at The Breakers

Email benefits@thebreakers.com to discuss your leave of absence and options to utilize your Paid Time Off while you are on leave.

