

Important news:

FAMILY AND MEDICAL LEAVE

We're committed to providing our employees with valuable benefits programs and have chosen Cigna as our Family and Medical Leave Act (FMLA) administrator. Cigna has an outstanding reputation for service and financial strength.

Remember! To report a leave, you must:

- 1 See your physician or medical care provider.
- 2 Contact your employer on or before your first day out, and tell them when and for how long you expect to be out of work.
- 3 Report your claim/leave online at **myCigna.com**, or by calling **1.888.84.Cigna** (1.888.842.4462).
- 4 Keep a record of your claim or leave number.
- 5 For questions and/or information on your claim status, visit **myCigna.com** or call **1.888.84.Cigna** to speak with a claim manager.
- 6 If you have reported an approved intermittent leave, please report your time taken via **myCigna.com** or by calling **1.888.84.Cigna**.

For additional information, please contact your Human Resource department.

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