

# How to file your disability and leave claim.



## 1 BEFORE YOU FILE YOUR CLAIM

1. Notify your employer if you need to be out of work because of an illness, injury or pregnancy.

2. Have the following on hand:

- Your Social Security number, birth date, home address, phone number and email address.
- Dates and contact information for any health care providers or hospital/clinic visits.
- Applicable workers' compensation claims.

**NOTE ON PRE-FILING:** If you pre-file your claim more than 7 days in advance of your absence, you must notify NYL once you stop working for the claim to be administered. If you pre-file your claim within 7 days of your absence, your leave will automatically be loaded as of your incur date.

## 2 FILE YOUR CLAIM

Choose **one** of the following:

**Online:** [myNYLGBS.com](https://myNYLGBS.com)> Coverage>Disability (print your confirmation page.)

**By phone** at **888-842-4462** or (866) 562-8421 (español), 7:00 am – 7:00 pm CST and a representative will help you.

**To automatically stay informed about your disability claim by text, sign up for text notifications by telling your New York Life Group Benefit Solutions (NYL GBS) claim manager or online at [myNYLGBS.com](https://myNYLGBS.com) after you've submitted your claim.**

## 3 GIVE PERMISSION

Give NYL GBS permission to contact your health care provider or employer for claim-related information by answering "yes".

- During your claim call.
- Online after your claim has been submitted (you'll receive a notification).

## 4 CLAIM/LEAVE STATUS

• Check status online at [myNYLGBS.com](https://myNYLGBS.com) Claims

• Contact us at **888-842-4462** or (866) 562-8421 (español), 7:00 am – 7:00 pm CST.

• Speak with your Absence Manager by calling the number above.

• Chat live with a NYL GBS representative online at [myNYLGBS.com](https://myNYLGBS.com).

• NYL GBS will send you FML, state, and/or company leave information, and your Family and Medical Leave Act (FMLA) rights.



## 5 STATE LEAVE REQUIREMENTS

• **If you work in CA, CT, OR, MA, WA, NJ or RI** – SBD requires you to file with the state directly for any available state leave benefits. Please see the contact information to file for state leave on the next page.

• It is your responsibility to apply for state leave timely.

• State offsets are assumed by Stanley Black & Decker regardless of whether you take the necessary action with the state.

• Your STD payment will be offset by the assumed amount of available state leave.

• If you apply for leave through the state and are denied or receive a different amount from the state than assumed, please send a copy of your state leave confirmation to your NYL GBS claims manager to update your claim.

• **If you work in HI or NY** – NYL GBS will manage your state claim in addition to any SBD disability benefit. There is no need to contact the state to apply.



If you haven't visited [myNYLGBS.com](https://myNYLGBS.com) register today to easily file and manage all your claims in one place.



While you're out on disability or leave, keep your employer informed of your return-to-work plans. This is especially important if you need workplace accommodations, as some take time to put in place.

If you work in any of the states listed below, you may be eligible for additional state offered Paid Leave benefits.  
Stanley Black & Decker requires you to contact the state for further information.  
NYL GBS Leave Solutions is not tracking leave or administering benefits under this program.  
Please review the state specific website listed below for additional details.

State Plan	Website	Phone Number
California State Disability Insurance Paid Family Medical Leave	<a href="http://www.edd.ca.gov">www.edd.ca.gov</a>	SDI P: 800-480-3287 PFL P: 877-238-4373
Connecticut Paid Family Medical Leave	<a href="http://www.ctpaidleave.org">www.ctpaidleave.org</a>	P: 877-499-8606 F: 888-485-0973
Massachusetts Paid Family Medical Leave	<a href="http://Department%20of%20Family%20and%20Medical%20Leave%20 %20Mass.gov">Department of Family and Medical Leave   Mass.gov</a>	P: 833-344-7365
New Jersey State Disability Insurance Paid Family Medical Leave	<a href="https://www.myleavebenefits.nj.gov/worker/fli/">https://www.myleavebenefits.nj.gov/worker/fli/</a>	P: 609-292-7060
Oregon Paid Family Medical Leave	<a href="https://paidleave.oregon.gov/">https://paidleave.oregon.gov/</a>	P: 833-854-0166
Washington Paid Family Medical Leave	<a href="http://www.paidleave.wa.gov">www.paidleave.wa.gov</a>	P: 833-717-2273

#### ADDITIONAL RESOURCES

- [Click Here](#) for answers to frequently asked disability claim questions.
- [Click Here](#) for answers to frequently asked leave questions.