

# Now more than ever, you need guidance on your disability and absence benefits.

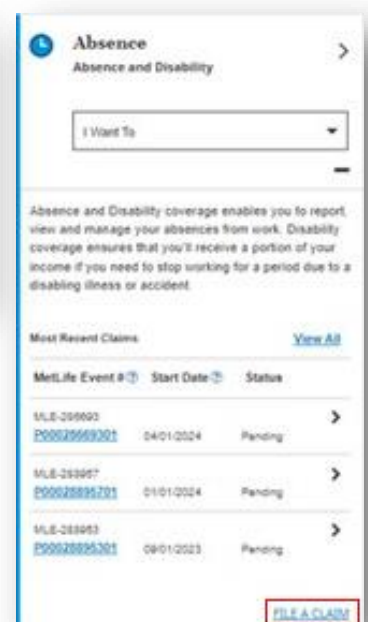
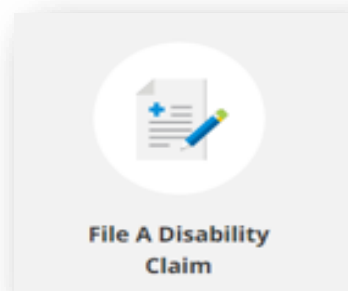
We've made it even easier for you to understand your disability and absence benefits for childbirth leaves



Listening to our customers and helping them navigate life has never been more important. As part of MetLife's continued initiative to improve your online experience, we are excited to announce ***My Leave Navigator***, to help employee's filing a Birthing Parent Claim.

## What's New?

After you have logged into MyBenefits, you may initiate your Claim by clicking on the "File a Disability Claim" icon on the home page or from the MyAccounts page Absence and Disability card. Simply click on the "File a Claim" link in the bottom right corner.



Our new *Childbirth Intake process* will guide you through the end to end journey of filing a claim. We will help you clearly understand your different benefits and make it easy to navigate each step.

After clicking “File A Claim”, you will be brought to the “What kind of claim would you like to file?” page. Select “Time off from work” to begin the process for filing your birthing parent disability/absence claim.

FIND THE RIGHT CLAIM TO FILE

What kind of claim would you like to file?

**Time off from work**

Request paid or unpaid time off from work and/or wage replacement benefits.

**Workplace Accommodation (ADA)**

Request an accommodation to your work routine or office environment under your Disability benefits.

You will then be presented with a series of questions related to your absence request such the date your leave will start and what type of leave are you taking. The questions may vary depending on the type of claim you are filing. After indicating the type of claim, you will be asked additional questions specific to your leave.

FIND THE RIGHT CLAIM TO FILE

About your leave

YOUR SELECTIONS: TIME OFF FROM WORK

When did you start your leave or when do you expect to start it?

Date (mm/dd/yyyy)

05/01/2024

Save and Continue

FIND THE RIGHT CLAIM TO FILE

Why are you taking leave?

YOUR SELECTIONS: TIME OFF FROM WORK · START DATE OF MAY 1, 2024

**Birthing parent**

I'm a birthing parent taking leave to give birth and/or bond with my baby.

**Non-birthing parent**

I'm a non-birthing parent bonding with a infant or foster or adopted child whom I did not give birth to.

**Medical Leave**

I'm receiving care and/or treatment for a physical injury, an illness, or my mental health.

**Caregiving**

I'm caring for a sick or injured family member or helping them get the care they need.

**Other**

I'm taking leave for some other reason (military leave, civic duty or living donor, etc.)

FIND THE RIGHT CLAIM TO FILE

What kind of leave are you taking?

YOUR SELECTIONS: TIME OFF FROM WORK · START DATE OF MAY 1, 2024 · BIRTHING PARENT

**Birth and child bonding**

I'm taking continuous time off to give birth, recover from delivery, and bond with my child.

**Birth only**

I'm only taking time off now to give birth and recover from delivery. You might pick this option if you are taking child bonding leave later in the year or not at all.

**Child bonding only**

I'm only taking time off right now to bond with my child. You might choose this option if you already took time off to recover from delivery or are a non-birth parent.

**Pregnancy-related care**

I'm taking extra time off for major care or complications, or for losing or ending my pregnancy.

After you have answered the required questions, you will be prompted to review your responses before clicking “Submit”.

Birth Claim

You are filing for time off to give birth and/or recover from delivery.

✓ Delivery Details  
Completed

✓ Leave Details  
Completed

✓ Provider's Information  
Completed

✓ Work Schedule  
Completed

✓ Communication Preferences  
Completed

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Review and Submit  
In Progress

All fields are required unless noted

Review your claim before submitting.

Delivery Details

Delivery Date  
06/19/2024

Admission Date  
06/18/2024

Hospital Discharge Date  
06/22/2024

Edit

Leave Details

First Day of Leave 

?

  
06/19/2024

Last Day of Leave  
08/23/2024

Anticipated Return to Work Date  
08/26/2024

Edit

Submit >

Once you submit your claim, you will receive a confirmation page that includes your MLE reference # confirming your claim has been filed.

✓

Your claim is filed.

Your reference number is MLE-295182 Your claim will appear in Claims Center within 20 minutes. In the meantime, click the button below to be routed to Claim Center.

Here's What Happens Next

We'll give you a call

A Claims Specialist will call you to discuss next steps. If you're already on leave, you'll get this call within two business days. If you're not, you'll get it within two business days of your first day of leave.

We'll send you a packet

We will mail you important—and helpful—information about your benefits. If you opted into email, we'll send you a digital copy as well.

You may need to send more info.

Your packet will have instructions on any other forms you need to send to us or your provider.

Go to Claim Center