

How to file your disability and leave claim.



1 BEFORE YOU FILE YOUR CLAIM

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

Have the following on hand:

- Social Security Number
- Birth Date
- Home Address
- Phone Number
- Email Address
- Dates and contact information for any health care providers or hospital/clinical 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 reported start date.

2 FILE YOUR CLAIM

Choose one of the following:

- **Online:** mynylgbs.com Coverage - Disability (print your confirmation page)
- **Phone:** 877-258-3699 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 (NYLGBS) claim manager or online at mynylgbs.com after you've submitted your claim.

3 GIVE PERMISSION

Give NYLGBS 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).

If you do not give your permission or accurate health care provider information, we will not be able to obtain medical information to review your claim and your claim may be delayed or marked as an unpaid leave.

4 CLAIM / LEAVE STATUS

Check your claim status by one of the following options:

- **Online:** mynylgbs.com Claims
- **Phone:** 877-258-3699 and a representative will help you
- Chat live with a NYLGBS representative online at mynylgbs.com.

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

5 STATE LEAVE REQUIREMENTS

- Honeywell requires you to file with the state directly for any available state leave benefits. Please see the NYL Absence Regulatory Guide to review your state leave information: <https://www.newyorklife.com/group-benefit-solutions/employers/absence-assist/absence-regulatory-guide>.
- It is your responsibility to apply for state leave timely.
- State offsets are assumed by Honeywell regardless of whether you apply, and your 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 NYLGBS claim manager to update your claim.
- If you work in NY, NJ, HI, or PR – NYLGBS will manage your state claim in addition to any Honeywell disability benefit. There is no need to contact the state to apply.

Honeywell



If you haven't visited 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.

