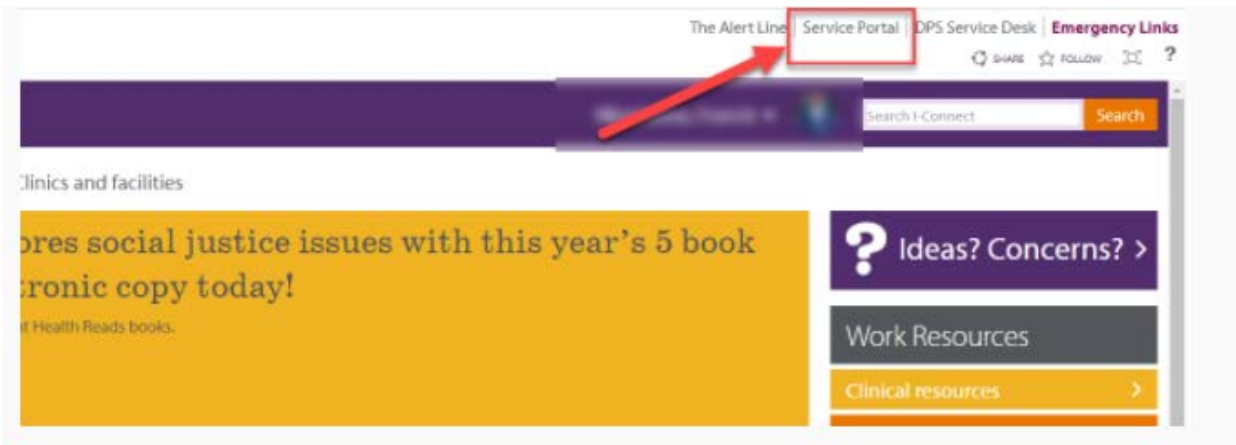
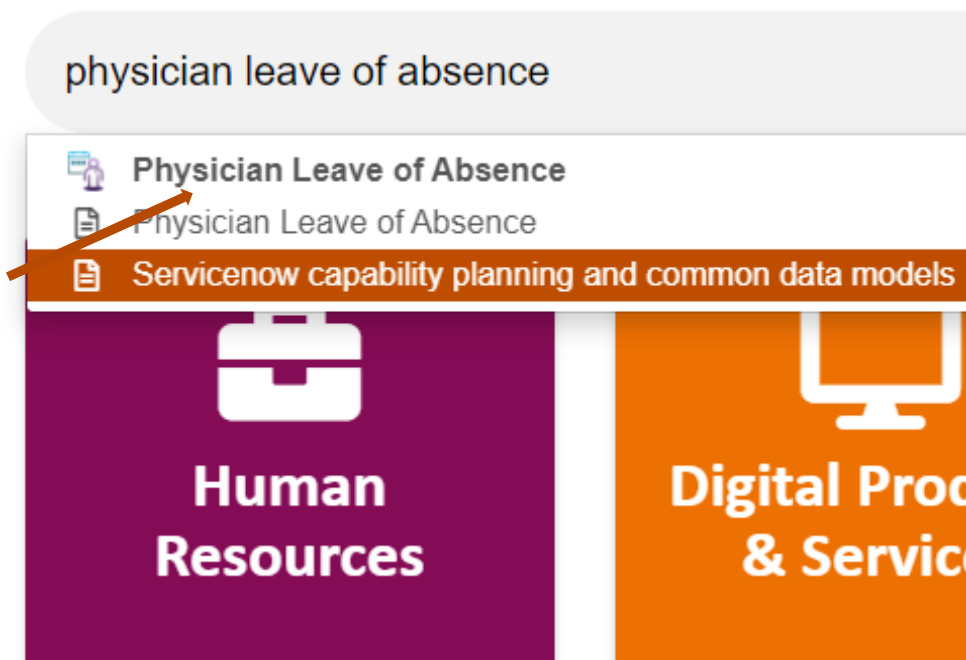


STEPS for completing Service Now Form

1. From the iConnect home page, click 'Service Portal' in the top right corner.



2. Once on the Service Portal, search for "physician leave of absence" and click **Physician Leave of Absence** that will display in drop-down.



3. Complete the form. **Note:** Name, phone number, Employee ID, Hire Date and Location will auto-populate.

Physician will provide answers to:

- **Market.** Select market you work in from drop-down menu.

- **Have you contacted Hartford Leave Administration?** Yes or No.
 - If your answer is “no”, form completion will stop, and you will be prompted to contact The Hartford to initiate your leave. You may initiate your leave online at TheHartford.com/mybenefits or call Hartford Disability/Absence Management at (800)-549-6514 to speak with a representative.

- Indicate **type of leave being requested** from drop-down menu.

- Provide **anticipated leave begin and return dates**.

- Is the **Physician on guarantee?** Yes or No.
 - If yes, indicate Expiration Date of Guarantee.

- **Additional Comments/Information** (optional).

- **Attaching supporting documentation.**
 - If requesting Military Leave, please attach your leave orders.
 - If requesting parental/bonding leave, a photo of the birth delivery bracelet is acceptable. If leave is for adoption, document(s) confirming placement of the child, adoptive placement records, etc., should be uploaded.
 - If you are in doubt as to the documentation The Hartford may need to process your leave request, please do not hesitate to contact The Hartford at (800)-549-6514.
 - **Note:** please do not upload or attach any medical information pertaining either to yourself or dependent, such as providing medical certification if requesting Caregiver Leave for a dependent, or FMLA for your own serious health condition. All medical certification documentation necessary to process your leave of absence or disability claim should be provided to The Hartford.