

How to File a Claim

If you expect to be absent from work for more than seven (7) days due to a disability or paid family leave, you need to take the following steps:

- Call your Kelly Representative on the first day of your absence.
- Call Sedgwick CMS at 800-495-2318 within the first seven days of your absence. You may also file your claim on-line at www.sedgwickcms.com/calabasas
- If the claim is for your own disability or to care for the injury or illness of a family member, call, or visit, your doctor or your family member's doctor and ask that doctor to call Sedgwick CMS at 800-495-2318 **immediately**. Explain that this call is **urgent** as your disability or paid family leave benefits cannot be processed until the appropriate doctor calls Sedgwick CMS. You may use the Voluntary Plan Short-Term Disability and Paid Family Leave Benefits card attached to this notice to provide the doctor with authorization to call Sedgwick CMS, if required.
- Immediately complete, sign, and return all forms that Sedgwick CMS sends you.
- Continue seeing your doctor on a regular basis and stay in touch with Sedgwick CMS and your supervisor during your use of disability or paid family leave benefits.
- Coordinate with Sedgwick CMS and your supervisor to plan the date of your return to work.

If you and the appropriate doctor do not make the required telephone calls, your short-term disability or paid family leave benefits will be delayed.

You can call Sedgwick CMS anytime at 800-495-2318, 24 hours a day to find out the status of your claim. However, if you call between 6:00 A.M. and 4:45 P.M. Pacific time, Monday through Friday, you can talk directly to a Sedgwick CMS customer service representative. You may also check the status of your claim on-line, 24 hours a day, at: www.sedgwickcms.com/calabasas

What to Expect When You Call Sedgwick CMS to Establish Your Claim

The Sedgwick CMS representative will ask you a series of questions including your name, address, and telephone number, date of birth, social security number, nature of absence, job location, your supervisor's name and telephone number, and the appropriate physician's name and telephone number. Sedgwick CMS will mail you a Claim Confirmation and Employee Release Statement which states the information you gave to the Sedgwick CMS representative over the telephone. If any of the data is incorrect, please correct it before you return this form. Sedgwick CMS needs this signed form in order to process your claim for benefits.

You are then instructed by the representative to have your physician or your family member's physician call Sedgwick CMS. If the physician's office is unable or unwilling to call the 800 number to provide the medical information on your claim, you may call Sedgwick CMS and request that an Employee Claim for Voluntary Plan Short-Term Disability or Paid Family Leave Benefits form be faxed or mailed to you or the physician for him/her to complete.

Summary

This notice is only to advise you of the general provisions of the Kelly Services, Inc. and its subsidiaries Short-Term Disability Benefit Plan (STD Plan). The specific details of the STD Plan are covered in the Plan Documents which can be obtained from mykelly.com or your Kelly Representative

In the event of any difference between the interpretation of this notice and the Plan Documents, the Plan Documents will govern.