



# KELLY SERVICES, INC. SHORT-TERM DISABILITY BENEFITS FOR TEMPORARY NEW YORK EMPLOYEES

For Disabilities Commencing On or After January 1, 2008

*This notice contains important information regarding your short-term disability benefits.*

## What is Disability?

When you are unable to work because of sickness, injury (non-job related) or pregnancy, you may be considered disabled and may be provided coverage under the Kelly Services, Inc. or its subsidiaries Short-Term Disability Benefit Plan.

## Eligibility for Benefits

You may become eligible for short-term disability benefits on your eighth (8<sup>th</sup>) consecutive calendar day of disability. You may elect to use your accrued vacation or sick time during the 7-day waiting period for which no benefits are paid.

## Disability Plan Benefits

After meeting the eligibility requirements, you will be provided with the following disability benefits:

- Temporary New York employees will receive a benefit equal to 50% of the employee's Average Weekly Wage, subject to a maximum weekly benefit of \$170.00. The minimum weekly benefit is \$20.00.
- The maximum duration of benefits is 26 weekly benefit payments within a 52-week period.

## Your Cost for the Plan

Employees shall make contributions to the Disability Plan in an amount equal to .5% of the first \$120.00 of weekly wages, up to a maximum contribution of \$0.60 per week for disability benefits. **Save this Card for Your Reference**

The Short-Term Disability Benefits I.D. card below gives you some important information about how to file for your Kelly Services Short-Term Disability benefits. Detach the card and carry it with you or keep it with your other benefits information. Keep in mind that you may need to refer to this information at home during a disability.

*Please cut along the dotted line and keep this card in your wallet.*



### Kelly Services, Inc. and its subsidiaries Short-Term Disability Benefits Administered by Sedgwick CMS

If you are or will be absent from work for more than 7 consecutive calendar days due to your off-the-job disability, first call your supervisor and then call the number below, Monday through Friday 9:00 A.M. to 7:45 P.M. Eastern time, to apply for your short-term disability benefits.

**Please give this card to your attending physician at the time of your examination and have them follow the Instructions for Attending Physician.**

**800-495-2318  
www.claimlookup.com**

### Instructions for Attending Physician

**Urgent! The continuation of your patient's income depends on you calling Sedgwick CMS immediately at 800-495-2318 to certify their period of disability.**

Please call Sedgwick CMS with the following information:

- Diagnosis
- ICD9 Code
- First day disabled
- Expected return to work date
- Other information

*Please make a copy of the employee's authorization for your records.*

I hereby authorize my attending physician to furnish to Sedgwick CMS all facts concerning my medical condition for the purpose of determining my eligibility for disability benefits.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

## How to File a Claim

If you expect to be absent from work for more than seven days, you need to take the following steps:

- Call your supervisor 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](http://www.sedgwickcms.com/calabasas)
- Call or visit your doctor and ask your doctor to call Sedgwick CMS at 800-495-2318 **immediately**. Explain that this call is **urgent** as your disability benefits cannot be processed until your doctor calls Sedgwick CMS. You may use the Short-Term Disability Benefits I.D. card attached to this notice to provide your 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 disability.
- Coordinate with Sedgwick CMS, your supervisor, and the Benefits department to plan the date of your return to work.

If you and your doctor don't make the required telephone calls, your short-term disability 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 9:00 A.M. and 7:45 P.M. Eastern 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](http://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 your 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 call Sedgwick CMS. If your 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 Short-Term Disability Benefits form be faxed or mailed to you or your physician for them to complete.

## Summary

This notice is only to advise you of the general provisions of the New York Private Plan for Temporary Disability Benefits.

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