**Disability Leave Collins Aerospace**

**Short-Term Disability Request Process**

**It's important to understand that disability benefits are not paid automatically.**

**It is the employee's responsibility to ensure they notify the appropriate resources to ensure they receive their benefits.**

Employees who are out of work due to injury, illness or pregnancy for more than 5 consecutive workdays, are required to contact the RTX disability provider – MetLife.  All absences and use of sick time over five consecutive workdays must be approved by the disability provider.

1. Discuss with your leave plans with your supervisor
2. Initiate a claim with MetLife on the RTX Empower-U site or by phone at 888-482-5246
3. Be prepared to provide the following information:  
   * Employee ID
   * Name
   * Address
   * Telephone Number
   * Reason for Opening the Claim
   * Reason you are opening a claim, including medical condition which may impact your ability to work your normal schedule.
   * Your health care provider(s) contact information.
   * Absence details, such as your first day absent, child's date of birth and your anticipated return to work date.

A MetLife Claim Specialist will be assigned during your leave period and will provide an information packet with next steps. You will be required to complete all actions required to ensure your claim is processed timely.

MetLife will notify People Services of your disability details to ensure the RTX systems have been updated.

**Claim Modifications:** You are responsible for notifying MetLife of any changes in your medical condition that might affect your claim status. You must also notify your MetLife Claim Specialist of your eligibility for other disability benefits that might affect the amount of your benefit payments under this plan.

**Important Note:**If you have any questions or concerns on your claims data you see on MyBenefits with what your claim specialist has advised you (i.e. denied, but absence has been approved), please reach out to your claim specialist at MetLife to clarify.