

How To Document -- Employee

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Report a Claim

Request a new Short Term Disability and/or Family Medical Leave in one of two ways

1. Call ReedGroup's toll-free number at 800-441-9628 to speak to a ReedGroup Customer Service Specialist who will walk you through the process (preferred method)
2. Request a new leave on our Self Service Portal, <https://Borgwarner.myleaveproservice.com>

When to Report a claim

Request a new claim with ReedGroup as soon as you know you will be absent for any of the following reasons:

- If you have a serious health condition that makes you unable to perform the functions of your job and expect to be absent from work for:

- More than 3 consecutive calendar days
- Intermittent periods of time for the same health condition
- Hospitalized for any amount of time
- Birth of a child and care of a newborn child
- Placement of a child with you for adoption or foster care
- Care for a spouse, child, or parent with a serious health condition
- Qualifying Exigency reasons arising from your family member's military deployment
- Care for a family member who incurred a serious injury or illness in the line of active military duty
- School Activities (available CA, CO, DC, IL, LA, MA, MN, NC, NV, RI and VT)
- Family Medical Appointment (available in MA and VT)
- Alternate State Leave – For yourself or a family member
 - Alternate State Leaves include leaves for crime victims and victims of domestic violence. (available in AZ, CA, CI, CT, FL, HI, IL, KS, ME, MI, MN, MO, NH, NM, NY, OH, OR, PA, RI, VA, VT, WA, WY)

Information Required

When you are ready to file your claim, please have the following information available:

- Your name, phone number, address, birth date, Social Security Number, and reason for your leave
- Your manager's name and email address
- Your dates of absence
- Your providers' contact information, if applicable

Calling in your Leave

Calling the ReedGroup Service Center will put you in contact with a Customer Service Representative who will walk you through the intake process of creating your leave. The Customer Service Representative will confirm your identity, your reason for leave and the dates you expect to be absent. They will communicate the available leave policies for your request as well as the next steps required by you to support your leave.

Open/Plan a Leave on the Portal

NOTE: While you are able to create a new leave in the Self-Service Portal, it is our recommendation to call ReedGroup (1-800-441-9628) to do the initial intake to ensure all details are correct


1. Log into the portal via BorgWarner.myleaveproservice.com
2. Click 'Plan a Leave'



3. Select the button for the appropriate leave reason

Please tell us about your leave. *

Your Own Health Condition
 Pregnancy / Maternity
 Family Health Condition
 Other

Select leave reason 

4. Select appropriate leave type: continuous, intermittent, or reduced work schedule

Please tell us what type of time off you would like to take: *






<p>Continuous?</p> <p>Out full-time between two different dates.</p> <p>Example: 1 week, 8 weeks, etc.</p>	<p>Intermittent?</p> <p>Out occasionally between two different dates.</p> <p>Example: Doctor's Appointments, Physical Therapy Sessions</p>	<p>Reduced Work Schedule?</p> <p>Working less than your normal schedule between two different dates.</p> <p>Example: 3 days a week instead of 5 days a week</p>
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5. Click Next
6. Fill in date boxes (select calendar icon to open window or type into box)

Employment Status: Active

Add Dates

Please tell us your leave dates:

When did this illness/injury occur? *	When is your last day of work? *
<input type="text"/> 	<input type="text"/> 
When does your leave start? *	When does your leave end? *
<input type="text"/> 	<input type="text"/> 
When do you expect to return to work?	
<input type="text"/> 	

7. Select button to confirm whether or not your illness/injury is work-related
 - a. The second question will be grayed out if you select No in response to the first question

Was your illness/injury work related? *

Yes No

Have you filed (or plan to file) a claim for worker's compensation? *

Yes No

[Previous](#)

8. Click Submit
9. Click OK

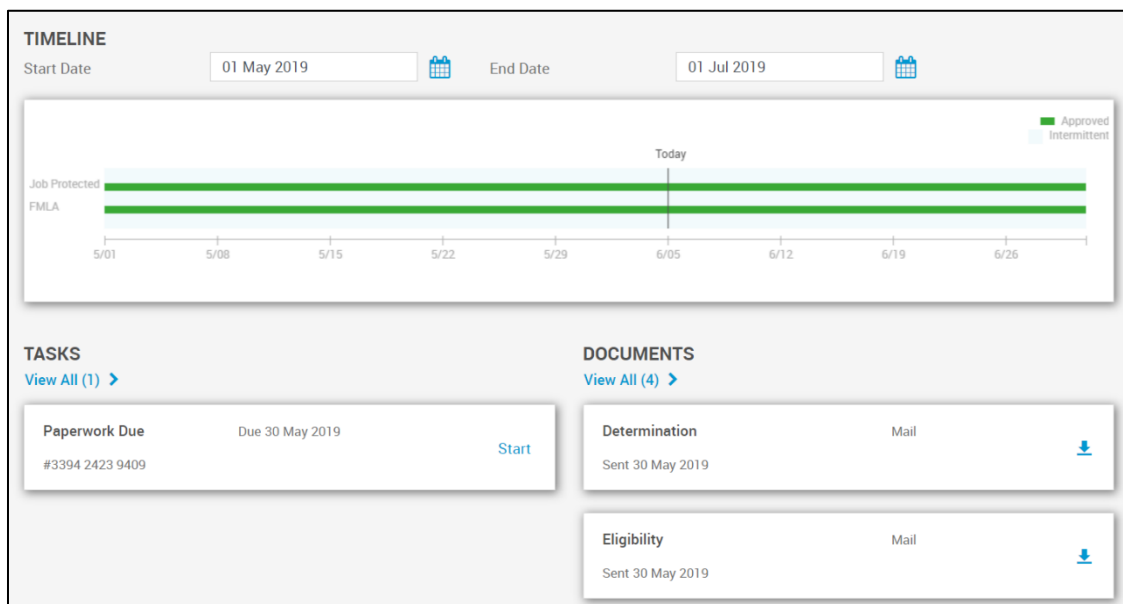
What's Next

At the completion of Intake, an Eligibility notification packet will be sent to you. This packet will include important information about your request, as well as any forms you will be required to fill out in order to support your leave. Additionally an Eligibility notification will be sent to your Manager and HR Department so they are aware of your request for leave.

If Short Term Disability is applicable to your leave, you will be contacted by a Disability Case Manager the next day to gather additional information relevant to your request.

View Leave Information in the Portal

1. Log into the portal via BorgWarner.myleaveproservice.com
2. Navigate to the Current Leaves section on your welcome page to see all your open leaves
3. Once you have found the leave you need to see details on, click Details
4. On this leave details page, you will be able to see:
 - a. Leave ID
 - b. Dates requested (for that leave only)
 - c. Employment status (i.e. Leave of Absence)
 - d. Timeline
 - i. This will show you all leave plans for which the status is approved/denied/pending
 - ii. You can adjust the start and end date by clicking the calendar icons to see a specific timeframe. Default time frame is the entire leave duration
 - e. Tasks
 - f. Documents



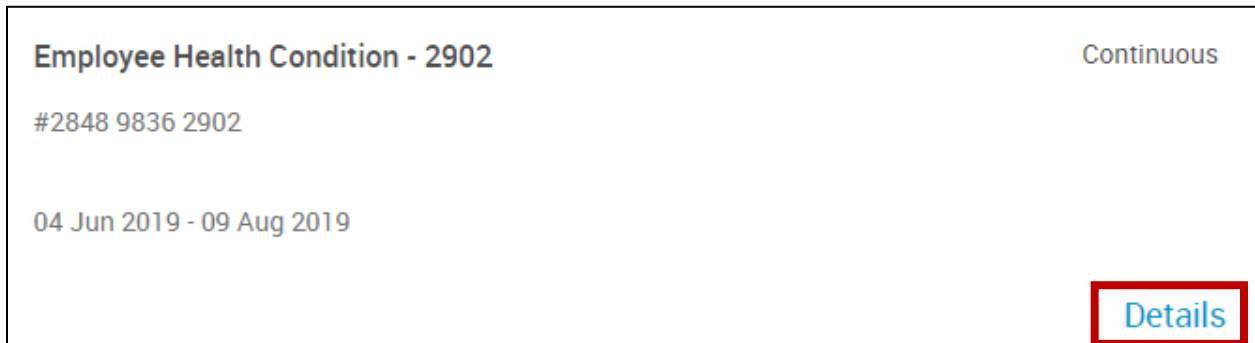
The screenshot displays the 'TIMELINE' section of the leave portal. At the top, there are input fields for 'Start Date' (01 May 2019) and 'End Date' (01 Jul 2019), each with a calendar icon. Below this is a horizontal timeline chart with a grid. The x-axis shows dates from 5/01 to 6/26. A vertical line labeled 'Today' is positioned at 6/05. Two horizontal bars represent leave plans: 'Job Protected' (top) and 'FMLA' (bottom), both showing a green bar from 5/01 to 6/26. A legend in the top right corner indicates that green bars represent 'Approved' and light blue bars represent 'Intermittent'. Below the timeline, there are two sections: 'TASKS' and 'DOCUMENTS'. The 'TASKS' section has a 'View All (1)' link and shows one task: 'Paperwork Due' with a due date of 'Due 30 May 2019' and a 'Start' button. The 'DOCUMENTS' section has a 'View All (4)' link and shows two documents: 'Determination' (Sent 30 May 2019) and 'Eligibility' (Sent 30 May 2019), both with 'Mail' links and download icons.

5. You can also click the Print Leave Details icon in the top right corner to open a printable summary of this information

How to Submit Paperwork

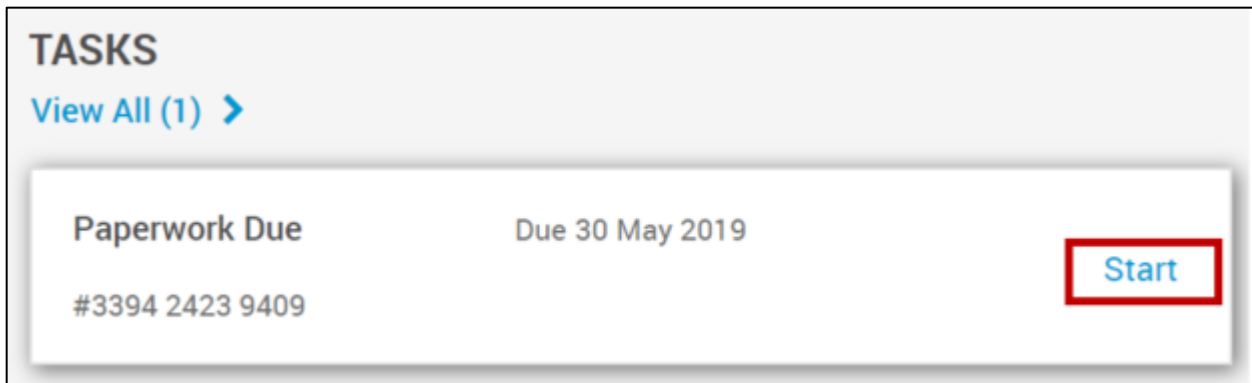
You can either fax your paperwork (518-880-6895) to ReedGroup or upload it via the Self-Service Portal

1. Log into the portal via BorgWarner.myleaveproservice.com
2. Navigate to the Current Leaves section on your welcome page to see all your open leaves
3. Once you have found the leave you want to view, click Details



The screenshot shows a leave record for "Employee Health Condition - 2902" with a status of "Continuous". Below the title is the ID "#2848 9836 2902" and the dates "04 Jun 2019 - 09 Aug 2019". A red-bordered button labeled "Details" is located in the bottom right corner of the record card.

4. Navigate to the Tasks section
5. Find the Paperwork Due task and click Start



The screenshot shows the "TASKS" section with a link "View All (1) >". Below this is a task card for "Paperwork Due" with a due date of "Due 30 May 2019" and ID "#3394 2423 9409". A red-bordered button labeled "Start" is located in the bottom right corner of the task card.

6. Click Upload and attach your forms from your computer
7. Verify that your forms show in the list. If you need to remove any after they are uploaded, delete by clicking the red X
8. When all forms are uploaded, click Submit

TASK: Paperwork Due. ✕

Due: 30 May 2019 #3394 2423 9409

There is outstanding paperwork for your **Employee Health Condition - 9409** leave. A letter was sent to you recently that contains additional instructions and necessary forms to process your leave. Letters associated with your leave are available under **Details** on the main page. If you have completed your forms, please upload them below.

Submitting your forms as soon as possible will avoid your leave being denied due to missing paperwork.

Form(s)

Add additional forms:
Authorization Form.docx ✕

Intermittent Leave - Request & Enter time

An approved intermittent leave must already have been created in order to report time.

1. Log into the portal via BorgWarner.myleaveproservice.com
2. In Current Leaves section, click "add time" hyperlink in the appropriate open intermittent leave

Employee Health Condition - 9409 Intermittent

#3394 2423 9409


01 May 2019 - 01 Jul 2019

details

3. Click calendar for date you are reporting

TIME OFF DETAILS

Requested Time Off Date *



Time Off Type Requested * Amount of Time Requested *


Incapacity/Unspecified ▼ hrs 00 ▼ min

ADD TYPE

4. Choose the time off type for your request
 - a. Click Add Type if you need to enter more than 1

TIME OFF DETAILS

Requested Time Off Date *



Time Off Type Requested * Amount of Time Requested *


Incapacity/Unspecified ▼ hrs 00 ▼ min

ADD TYPE

5. Add hours and minutes for time taken off

TIME OFF DETAILS

Requested Time Off Date *

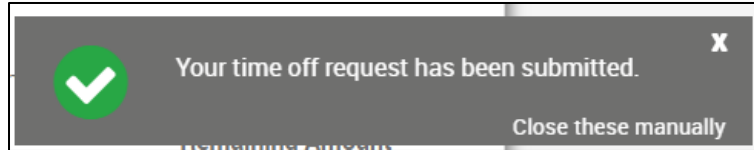


Time Off Type Requested * Amount of Time Requested *

Incapacity/Unspecified ▼ hrs 00 ▼ min

ADD TYPE

6. Click Submit
7. Verify that you get pop up saying that time off request has been submitted and that your time is now showing on the calendar by clicking on the date of your requested time off



How to Contact ReedGroup

- Phone: 1-800-441-9628
 - Monday through Friday
 - 8:00 AM - 8:00 PM EST
- Online via Self-Service Portal:
 - BorgWarner.myleaveproservice.com
 - 24/7
- Fax: 518-880-6895

Frequently Asked Questions

What happens when a decision is made on my claim?

- You will receive a Determination Notification that shows all plans that are applied throughout the duration of your request and a status for each plan
- Your manager and HR team will receive a Determination Notification that shows all plans that are applied throughout the duration of your request and a status for each plan
- If your claim is approved
 - Your letter will indicate your next steps in the case management process
- If your claim is denied
 - If Short Term Disability is denied your Determination Notification will provide specific reasons for the denial, and information on how to appeal the denial

What can I expect while I am out on a disability leave?

During your disability, your ReedGroup Disability Case Manager will be in contact with you to discuss your progress and keep your claim up to date. Your Case Manager will work with you on getting you back to work safely.

What should I do when I am ready to return to work?

Your Case Manager will be working with you through the duration of your claim to determine when you will be ready to return to work. Please confirm your intent to return with ReedGroup.

If you are returning from a continuous disability leave, you will be required to provide information from your provider that clears you to return to work. You will not be allowed to return without this clearance. Please send this information to ReedGroup, and ReedGroup will work with your Manager to facilitate your return.

Do I need to communicate with BorgWarner directly?

Although you will be working with ReedGroup on your leave of absence, you will still be required to follow BorgWarner reporting policies. You will need to call BorgWarner to report your absence on or before your first day out, and inform them of your return to work date.