



Benefits

Why Leave of Absences Must Be Tracked?

- Once you are aware of an employee’s absence, WCI is required by law to notify them of their FMLA rights.
- The employee’s protected FMLA time does not start until after they are notified. A delay in notification means additional protected time for the employee.
- FMLA time must be accurately tracked. Employees must exhaust their protected leave before any termination action can be taken.
- If an employee does not report the leave to Cigna, the manager is responsible to ensure it is reported.

What Do I Need to Do?

1. Cigna MUST be Notified of All Leaves (in excess of three days) *This includes Worker's Compensation*

Employee Notifies Cigna Online at myCigna.com or by Phone

OR

You Notify Cigna Directly by Phone at 855.557.0676

Have this Information on Hand When Reporting:
Employee’s name, address, phone number, birth date, hire date, SSN, date of the claim & planned return to work date.

2. Update Workday with Leave of Absence Status

Email the Benefits Department at benefits@wcnx.org. Be sure to include the Last Day Worked & First Day of Leave

If not updated, Salary Employees will continue to receive regular earnings.

If not updated, Hourly Employees may continue to receive scheduled pay, such as holiday pay or auto allowance.

3. Pay Out Vacation & Sick Time Through Workday*

Employees on paid leaves (Worker’s Compensation or STD) may decide to apply vacation or sick time as appropriate. We cannot force employees to take this time.

*Administer according to State and Local Laws

Ready to Return?

When your employee is ready to return and has passed necessary return to work tests, simply notify the Benefits Department & Cigna.

If coverage for an employee was suspended during their leave, they must contact the Benefits Center at 855.929.6236 to request their coverage is reinstated. Request must be within 30 days of RTW.

Questions?

A Cigna representative is available to help you between 7:00 am & 7:00 pm CST.

Contact Cigna at 855.557.0676 or myCigna.com

If you have any other questions or need further assistance, please contact your Regional HR Manager.

More Information on Your Employee's Leave

Please keep in mind, just because the leave is reported, does not mean it will be approved. Cigna will be managing the approvals for FMLA leaves as well as short-term disability (STD) and personal leaves. Although reported to Cigna for tracking purposes, workers' compensation approvals will be managed by the Waste Connections Risk Department.

What Happens to the Employee's Leave Next?

Family & Medical Leave

The employee will receive a packet from Cigna. It will have information about their eligibility for Family Medical Leave (FML) and their rights under the FMLA. It will also have instructions for any paperwork that needs to be completed.

Short-term disability (STD) leaves

Cigna will reach out to the employee to receive permission to get medical information from the doctors and to set up a claim.

Federal Military Leave (USERRA), Company Personal Leave or Americans With Disabilities Act (ADA) Administration

Cigna will send the employee a packet that will include information about eligibility for these leaves, as well as further instructions regarding any paperwork that must be provided.

How Will I Know if My Employee's Leave is Approved or Denied?

Cigna will email all status updates, including approvals or denials, to the employee's Region Human Resources Manager.

Questions?

A Cigna representative is available to help you
between 7:00 am & 7:00 pm CST.

Contact Cigna at 855-557-0676 or myCigna.com