

## How to File

Sedgwick Claims Management Services, Inc. administers FirstEnergy's STD Program. Any illness or accident that may make you eligible for STD should be reported as soon as possible to your supervisor and Sedgwick. Sedgwick will provide you with the forms necessary to apply for benefits. You will work with Sedgwick to provide appropriate medical documentation for approval of STD claims. You may apply for STD benefits no later than 30 days from the start of the disability. Sedgwick contact information:



sedgwick.

Phone: 1-844-409-7412

Fax: 1-855-259-2246

Mailing Address: PO Box 14030  
Lexington, KY 40512

Claim Questions:  
FirstEnergy601Ops@sedgwickcms.com

View Claim Information:  
[www.claimlookup.com/FE](http://www.claimlookup.com/FE)

Time Coding Questions:  
FECoder601Ops@sedgwickcms.com



## Questions

Contact your local Human Resources representative or Health & Absence Management.

STD policies are on the HR SharePoint site under Time Off Programs.

Email: [hrrservice@firstenergycorp.com](mailto:hrrservice@firstenergycorp.com)

Bargaining employees should refer to their respective collective bargaining agreements for benefit details.

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Branding Department

## Employee's\* Guide to

# Short-term Disability



**FirstEnergy**

\*For non-bargaining and participating bargaining unit employees

## Short-term Disability Program

Full-time non-bargaining and participating bargaining unit employees are eligible\* for the Short-term Disability (STD) Program, which provides pay when an employee is unable to work due to a non-work related illness or injury.

### Benefit Eligibility

Participating employees are eligible for STD benefits on their first day of employment. Benefits are based on your years of service as of Dec. 31 of the current year. You are eligible to receive full or partial pay for up to a specified number of days based on the chart below.

Years of Service	Days Providing 100% Pay	Days Providing 75% Pay
0-4	30	100
5-13	60	70
14+	130	0

### Elimination Period

Eligibility for STD will begin after you have been off work and disabled for seven consecutive calendar days. You may use Paid Time Off (PTO) hours to receive pay during the seven-day elimination period. In some cases, STD benefits may be available on the first day following an inpatient hospitalization or accident.

*\*Full-time non-bargaining and participating bargaining unit employees are eligible for Short-term Disability, Family Care Leave and Paid Time Off benefits.*

### Major Critical Illness

The seven-day elimination period may be waived if the employee's condition is determined by Sedgwick, the program's third-party administrator, to be a major critical illness or accident. A condition shall be considered to be a major critical illness if an employee has a life-threatening health condition or accident. The employee must be under the care of a licensed treating healthcare professional who confirms and documents the condition. For purposes of the STD plan, Sedgwick will have the sole discretion to determine whether an employee has a critical illness. Examples may include bone marrow transplant, multiple sclerosis and stroke.

Plan participants who Sedgwick has confirmed as suffering a critical illness and who are scheduled to undergo a continuing series of curative, rehabilitative, or therapeutic treatments and absence for that illness shall not be subject to elimination periods during such treatments.

### SAP Time Coding

All approved absences will be coded in SAP by Sedgwick.

### Return to Work

While on leave, an employee must keep in contact with his/her supervisor, indicating a return to work date. If the employee is returning from an STD absence, the company reserves the right to require a medical release or examination.

### Other Time-off Benefits while Receiving Short-term Disability

**Paid Time-Off** – An employee receiving STD benefits at 75% of base pay may use deferred PTO, PTO, purchased PTO and banked/frozen vacation, if available, to supplement his/her income.

**Holiday** – An employee receiving STD benefits the day before and the day after a holiday will receive STD benefits in lieu of holiday pay.

**Family Medical Leave** – An employee's absence that qualifies for STD will run concurrently with Family Medical Leave provided an employee meets the eligibility requirements and provisions necessary to qualify for both Family Medical Leave and STD.

