











# DIRECTORY

	<b>What do I need?</b>	To ask specific questions related to my pay or benefit eligibility.
	<b>Who do I contact?</b>	HMH Team Member Service Center (TMSC)  Please note: Team Member Service Center seeks to respond to all team member questions. However, if TMSC is unable to answer your question, they will make sure it is forwarded to the appropriate party.
	<b>How do I reach them?</b>	1-551-996-2877  Open a ticket via MyWay-PeopleSoft -> Team Member Self Service (TMSS)

	<b>What do I need?</b>	To plan my return to work from a leave of absence.
	<b>Who do I contact?</b>	The Hartford and HMH Leave of Absence (LOA) Accommodations team
	<b>How do I reach them?</b>	<p>The Hartford: 1-888-924-4155 or <a href="https://MyBenefits.TheHartford.com">MyBenefits.TheHartford.com</a></p> <p>LOA Accommodations team: e-mail <a href="mailto:HMHRTW@hackensackmeridian.org">HMHRTW@hackensackmeridian.org</a> or fax 1-848-245-8453</p> <p>If returning from your own medical leave, submit a return to work note from your medical provider that clearly indicates whether your return is with or without restrictions. If returning from a family, military or personal leave, please submit a note indicating your return to work date with appropriate documentation as outlined above. Be sure to include your name, team member ID, phone number, and your leader's name.</p> <p>After submitting your return to work note, you may need to complete additional steps depending on your specific situation. If your return to work note includes work restrictions, do not report to work until the LOA Accommodations team contacts you, which will be within 24 hours (except on weekends), to discuss your work restrictions and the protocol for your return.</p> <p>Please note: Failure to submit this information to the LOA Accommodations team as far in advance of your planned return as possible could result in a delay in pay and system access.</p>

*Subject to union negotiations. We are required by law to deal with the unions on behalf of unionized team members, and we will continue to do so. We will only negotiate with the unions, not with individual unionized team members. For team members covered by a CBA, the rules of the CBA will prevail.*

	<p><b>What do I need?</b> To submit a request for a personal disability, a family member disability, maternity leave, baby bonding, or military leave. To request any accommodations upon returning from a leave.</p>
	<p><b>Who do I contact?</b> The Hartford</p>
	<p><b>How do I reach them?</b> 1-888-924-4155 MyBenefits.TheHartford.com</p>

	<p><b>What do I need?</b> To request payment from ESL bank on Day 1 of absence due to own disability or illness (absences of 3 days or less) for one of the reasons listed below:</p> <ul style="list-style-type: none"> <li>• Inpatient hospital stay</li> <li>• Same-day surgery (including post-operative recovery time)</li> <li>• Procedures under conscious sedation (e.g., colonoscopy)</li> </ul> <p>To return to work after being on a Workers' Compensation leave or after being diagnosed with a communicable disease.</p>
	<p><b>Who do I contact?</b> HMM Occupational Health teams</p> <p>To access ESL immediately, rather than using three days of PTO, you will need to submit a completed Determination of Eligibility for Payment from ESL Bank on Day 1 of Absence Due to Own Disability or Illness (Absence of 3 Days or Less) form, as well as all necessary medical documentation, via fax to your local Occupational Health team.</p> <p>Note: If you are unsure which Occupational Health team you should be reaching out to, please contact your leader.</p>



## How do I reach them?

Lakewood Fax: 732-942-9554  
 Neptune Fax: 732-776-4210  
 Holmdel Fax: 732-450-2931  
 Eatontown Fax: 732-263-7946  
 Manalapan Fax: 732-450-2746

Toms River Fax: 732-557-9159  
 Iselin Fax: 732-362-3873  
 Palisades Fax: 201-854-5710  
 HUMC Fax: 551-996-8750



## What do I need?

To receive payment while on a leave to care for a family member or for baby bonding.



## Who do I contact?

New Jersey Family Leave Insurance (NJFLI)



## How do I reach them?

Customer Service: 1-609-292-7060

To receive payment while on a leave to care for a family member or for baby bonding after a maternity leave, you will need to complete and submit an application with New Jersey's Family Leave Insurance. This application can take three to six weeks to process, so it is recommended that you apply as soon as you are able and immediately after calling The Hartford to notify them of the request.

Complete Application [https://myleavebenefits.nj.gov/labor/myleavebenefits/assets/pdfs/FL1\\_6-19.pdf](https://myleavebenefits.nj.gov/labor/myleavebenefits/assets/pdfs/FL1_6-19.pdf)

Submit via Mail  
 Division of Temporary Disability & Family Leave Insurance  
 P.O. Box 387 | Trenton, NJ 08625-0387

Submit via Fax | 1-609-984-4138