

Filing a Leave of Absence or Accommodation Request

Effective March 1, 2023, ESIS, a Chubb Company, is partnering with Sinai Health System/Sinai Chicago to handle leave administration and American with Disabilities Act (ADA) Accommodation requests. ESIS/Chubb will support caregivers throughout the leave process.

How do I file a claim for time off under the Family and Medical Leave Act (FMLA) or an accommodation under Americans with Disability Act (ADA)?

You must follow your Sinai Chicago departmental call-off procedures and contact your supervisor/manager on or before your first day of absence to report the anticipated duration of absence. Then follow these simple steps to file a claim:

- Call 833-239-1136 and select Option 1 OR
- File online, [https://esis.my.site.com/eep/cveep Login](https://esis.my.site.com/eep/cveep>Login)

When should I file a claim?

Please contact ESIS/Chubb as soon as you know you will be absent. You can file up to 30 days prior to your leave for any of the following reasons:

- You have a serious health condition or injury preventing you from performing the essential functions of your position that requires you to be absent from work
- Birth of a child or 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 arising out of the fact that a spouse, child, or parent is a military member on covered active-duty or called to a covered active-duty status
- Care for a covered servicemember with a serious injury or illness
- Applying for a Victim's Economic Security and Safety Act (VESSA) leave
- Applying for a bereavement leave for the death of a child

Please note that if you need to file a Disability Claim, this will be handled on your behalf by ESIS/Chubb.

When do I report time away from work?

Always contact your supervisor/manager first to report time away from work due to a serious health condition or injury for you or a family member.

- If you plan on being away from work
- You will be away from work for a few hours or days but not necessarily consecutive (intermittent)
- If leave is needed, your supervisor/manager should be notified at least 30 days in advance or as soon as possible and a claim should be opened with ESIS/Chubb.
- For intermittent FMLA leave, you must follow your department's call-off procedures.

FMLA/Medical/ADA time may be deemed ineligible if you contact ESIS/Chubb more than 2 days after the start of your shift.



A Chubb Company

To open, file or report any time taken or intermittent time taken, you need to contact ESIS/Chubb via phone, email or online.

What if I have more questions?

Contact the ESIS/Chubb Leave Management Team:

Phone - 1-833-239-1136

Email - ESISLeaveTeam@esis.com

Online Portal - <https://esis.my.site.com/eeep/cveep/Login>

PO Box 3417

Scranton, PA 18505

(F) 1-888-631-7991

Your ESIS/Chubb Team is available between 7:30 am and 6:00 pm CST
Monday through Friday (except on holidays)

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