

***** INSTRUCTIONS*****

REPORT BY EMPLOYER OF LEAVE STATUS FOR EMPLOYEE (Half sheet)

Employer completes. Actual dates are to be recorded by the Timekeeper.

PRELIMINARY STATEMENT OF DISABILITY

Employee completes. If injury or illness is not related to work, please complete designated section.

Maternity benefits will be considered same as an illness. Non-occupational illness, including maternity, a seven (7) day waiting period is applied. No waiting period applied for Injury. After completing your section, signature and date is REQUIRED before process begins.

IF WORK RELATED CONDITION, INQUIRE WITH THE WORKERS' COMPENSATION PROGRAM AT 928-871-6389

The bottom section, after the employee's signature, will be completed by the Employee Benefits Program or Enterprise Representative on behalf of the Employer.

ATTENDING PHYSICIAN'S STATEMENT OF ACCIDENT OR ILLESS

Doctor completes. If section incomplete, claim will be sent back to you for completion.

NOTE: For maternity claims, it is the responsibility of the employee to add a newborn to their policy at their discretion within thirty-one (31) days from the date of birth to allow coverage for the child from the date of birth. Otherwise, Open Enrollment Period would apply. Please contact our office to inquire.

W-2 will be issued at the end of the benefit year for tax purposes.

Unpaid Premiums will be collected on the first payroll the employee receives once returned to work.

Revised 01/2019

APPLICATION SUBMISSION BY:

In Person:

**Administration Building One, Second Floor
Window Rock, AZ**

Mail to:

**Navajo Nation Employee Benefits Program
PO Box 1360
Window Rock, AZ 86515**

Fax to:

(928) 871-6408, call to verify receipt

Scan and Email to:

**Loleta Jim, Insurance Claims Analyst, or Michelle Yazzie, Insurance Claims Analyst
loletakjim@navajo-nnsn.gov or michellyazzie@navajo-nnsn.gov**

For Navajo Nation employees, Family Medical Leave (FMLA) applications are available at the NN Department of Personnel Management office and require a separate application process for employment purposes.

www.dpm.navajo-nnsn.gov