



# MINE, MINERAL & PROCESSING WORKERS' UNION

## LOCAL 30



AFL-CIO

AFFILIATED WITH THE INTERNATIONAL LONGSHOREMEN'S AND WAREHOUSEMEN'S UNION

24001 CHAPARRAL AVENUE BORON, CALIFORNIA 93516 (760) 762-6151 (760) 762-5542

## Disability – Family

### METLIFE

1. To start a claim, call MetLife 888-620-0999, M-F, 7:00 am – 9:00 pm PST.
  - a. The MetLife agent will provide you with a claim number, make sure you document this number.
  - b. Write this claim number on **ALL** documents sent to MetLife.
2. After claim is started, MetLife will mail you the forms required. However, if you would like them sooner, you can do one of the following:
  - i. Call the Hall and we can email
  - ii. Stop by the Hall and pick them up
  - iii. Print from the Hall website, <https://www.local30boraxminers.com>
3. If you so choose, the Hall personnel can submit the MetLife forms and any documentation from the doctors for you to MetLife. We will also keep a copy in your file.
4. \*OPTIONAL\* Set up your MetLife account online at [www.metlife.com](http://www.metlife.com).
  - a. Although this is optional, it is strongly recommended. You can check the status of your claim 24/7. You will also have access to see what your case manager needs you to turn in to get your claim approved.
5. Forms you need:
  - Certification of health care Provider FMLA Family Member (MetLife form family)
  - Leave of Absence (if this will be a continuous leave)
  - Doctor's notes as needed (extensions)
  - If you have Kaiser, you will need the WH-380-F (family)
  - DE 2501 Form Paid Family Leave (EDD)
    - Once the DE 2501 form is completed by your relative's doctor, it will need to be uploaded or mailed to EDD.

### EDD

1. Set up an EDD account, unless set up previously.
  - If it's a new account, you will need to use VerifyMe to finish setting up EDD (this is linked to EDD, follow the prompts).
  - A new EDD claim will be started the day you start leave, not prior.
  - EDD has a seven (7) day wait period that they will be unpaid.

- If you have leave available to you through Rio Tinto, this can be used to supplement this week.

Always remember to keep in touch with your supervisor about any changes. If your doctor will be extending you out, make sure your supervisor is informed.

Most importantly, please know you can come to the Hall, and we will do all of this for you. If you are already out and need to check the status of your claim, we can help you. If you have questions regarding payments, we will help navigate you through this. The only thing we cannot do to help is call EDD on your behalf. If you're not sure what to ask, you can come to the Hall, and we will call WITH YOU.

If you have any questions regarding FMLA, please call The Hall or email us at the following:

760-762-6151

[local30ilwu@gmail.com](mailto:local30ilwu@gmail.com)