

HOW TO FILE A CLAIM

For Leave of Absence Benefits call:

1-800-401-2691

8:30AM – 5:00PM EST
Monday-Friday

EASY CLAIM FILING

Integrated leave benefits through AbSolve means an easier time away from work when you're sick, injured or caring for a loved one. Dedicated Leave Specialists are here for you Monday through Friday from 8:30 a.m. to 5:00 p.m. by calling (800) 401-2691.

After-hours callers are free to leave a detailed message to file or update a claim or request information. All calls are returned within 24 business hours.

STEP 1 KNOW WHEN IT'S TIME TO FILE

1

If your absence is scheduled, please call your Business Manager/Supervisor up to 30 days before you plan to be out.

If unscheduled, please call your Business Manager/Supervisor as soon as possible once you become aware of the need for leave.

STEP 2 CLAIM WILL BE INITIATED BY YOUR EMPLOYER

2

With your information in hand, your employer will initiate the claim. Experts who specialize in integrated leave benefits for Archdiocese of Newark employees will be in contact with you to answer your questions, guide you through the process and support you throughout your leave.

WE'RE HERE TO HELP



After your claim has been filed, we may be in touch to check your progress, answer questions or obtain additional information from you. Our goal is to offer a smooth and hassle-free experience—from your first benefits payment (if applicable) to your first day back at work. Feel free to also call us with anything that's on your mind. We're here to help.



RELAX AND STAY POSITIVE

You have the assurance of our knowledge, expertise and understanding of what you are going through. We're with you all the way, so you can receive the benefits you deserve and get back to your life.



DON'T FORGET

Keep your information handy. Our only goal is to get you through your time away from work with dignity and the best care possible. With this information close by, we'll be there when you need us.