

Group name: Maine School Administrative District 75 Effective: 05/01/2026

Group number: 01094712

Guide to reporting a State Paid Leave claim

Follow these simple instructions to submit the following claims:

- Paid Family Leave (PFL)
- Paid Medical Leave (PML)



Online

Go to the [State paid leave forms and claims](#) page, and select "Submit a claim" to start the process.

Or, if you have a Guardian Anytime account, please [log in to Guardian Anytime](#) to file your claim.



Phone

You can also call our Claims Service Center to submit your claim at **800-268-2525**, Monday–Friday, 8:00 am–8:00 pm ET.

Required information

- Group plan number
- Name and address
- Phone number and email address
- Birthday
- Social Security number
- Bank routing and account number for direct deposit

If you have any questions, call a Guardian Service Representative at 800-268-2525, Monday through Friday, 8am to 8 pm ET.