

# Frequently Asked Questions

Brandeis University



## Reporting Absences

It feels good to be prepared. That's why we've developed the following guide to help you report an absence with Standard Insurance Company (The Standard<sup>+</sup>). Follow the steps outlined below if you become disabled or need to file for a leave of absence from work. This will enable you to access our Absence Management Service Center online or by phone.

### When should I report an absence?

Contact The Standard if you are or will be absent from work for any of the following reasons:

- Your own serious health condition (including pregnancy)
- To care for your newborn child
- The placement of your adopted or foster child
- To provide care for a qualifying family member with a serious health condition
- To care for a covered service member injured in the line of duty
- For qualifying military need, allowing family members to take leave to prepare for or deal with issues that arise as a result of a family member being called to serve in the military
- Paid family and medical leave

**For all other absences**, please follow the normal Brandeis University absence reporting procedures and notify your Human Resources Team Member.

### How do I notify The Standard about an absence?

- Call the Absence Management Service Center at 1-866-756-8116.
- OR —
- Log in at [standard.com/absence](http://standard.com/absence).

*Note: First-time users will need to create an account. The website has a step-by-step guide on how to do this.*

### What are the Absence Management Service Center's operation hours?

The Absence Management Service Center is available Monday through Friday between 8 a.m. and 8 p.m. Eastern Time.

### When I call to report my absence, what questions will I be asked?

Besides answering other questions about your absence, you'll be asked to provide the following information:

- Employer name:  
Brandeis University
- Group Policy number:  
759559
- Employee ID number
- Last day you were at work
- Reason you're requesting leave

## Managing Your Leave of Absence

### Frequently Asked Questions



#### What if I work in a state with a Paid Family and Medical Leave?

##### Washington

Employees working in Washington may be eligible to receive paid medical leave or paid family leave under a program administered by the Employment Security Department. Please contact your employer's HR department if you:

- Feel you're entitled to benefits
- Would like more information
- Wish to submit a claim

##### Massachusetts

Employees working in Massachusetts may be eligible to receive paid medical leave or paid family leave under a program administered by The Standard. Please contact The Standard if you:

- Feel you're entitled to benefits
- Would like more information
- Wish to submit a claim

#### Who is responsible for notifying Brandeis University about my absence?

It's your responsibility to follow the normal Brandeis University absence reporting procedures and notify your Department Chair Manager or your Supervisor of your absence. **After notifying your Department Chair Manager or your Supervisor, please note you must also contact The Standard to report your absence.**

#### Will I receive any notification after I initiate a leave or claim?

After you start a request for time off under Family Medical Leave, The Standard will send you a letter confirming receipt of your leave request. You will also receive a Certification of Health Care Provider form to be completed by you or your family member's health care provider. This form should be returned to The Standard by the due date indicated in your letter.

#### Return to Work Requirements

One week before returning to work, please have your health care provider complete the Return to Work Authorization form provided by The Standard, certifying you are able to resume your essential job duties. In addition, please provide a copy of this completed form to The Standard by fax at 1-866-751-5174 and to your employer by fax at 1-781-736-4466.

If you need a copy of your job description, please contact Renee Relerford by email at [reneerelerford@brandeis.edu](mailto:reneerelerford@brandeis.edu) or by phone at 1-781-736-4451.

NOTE: The requirement above is only applicable if you are returning from a continuous or reduced schedule leave, not an intermittent leave.

#### Where do I send the completed forms?

If you're required to submit paperwork, please send the completed forms to:

Standard Insurance Company  
Employee Benefits Division  
PO Box 3877  
Portland, OR 97208

You can also fax completed forms to 866.751.5174.

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#### How do I report an intermittent absence?

When you miss time associated with an intermittent leave, you can quickly and easily report absences through The Standard's self-service phone system or the absence management self-service portal. These services are available anytime.

Follow these steps to use the self-service phone system:

- Say "Report an absence" when prompted and you can report your time off without needing to speak to a representative.
- Provide the following information:
  - Your leave number, which you can find on the correspondence we sent after we approved your intermittent leave
  - Your date of birth
  - The date of the absence

*Note: You may report multiple absences during one call. Dates can be today, or in the past or future. However, each absence will be a separate entry during the same call.*
  - The type of absence

*Note: You'll need to let the system know if your absence relates to your condition or is to attend a medical appointment.*
  - The number of hours you were scheduled to work, and the number of hours of leave taken for each day you're reporting
  - A phone number where we can reach you in case we need to contact you for further information
- Once the automated intake is complete, you'll receive a confirmation number to let you know that your absence report has been successfully submitted.

You can also report intermittent absences through The Standard's absence management self-service web portal, which you can access from your computer, smartphone or tablet. Log in at [standard.com/absence](http://standard.com/absence).

First-time users will need to create an account. The website has a step-by-step guide on how to do this.

The website lets you:

- Report an absence for yourself
- View leave information and status

Don't forget to notify your manager and follow your employer's normal absence reporting process.

[Standard Insurance Company](#) | 1100 SW Sixth Avenue Portland OR 97204 | [standard.com](http://standard.com)

‡ The Standard is a marketing name for StanCorp Financial Group, Inc. and subsidiaries. Insurance products are offered by Standard Insurance Company of Portland, Oregon, in all states except New York. Product features and availability vary by state and are solely the responsibility of Standard Insurance Company.

#### More questions?

Call The Standard's  
Absence Management  
Service Center at  
**1-866-756-8116.**

#### Don't Forget:

Notify the appropriate  
work contact and  
follow your employer's  
normal absence  
reporting process.