

Reporting a Leave of Absence



WHEN SHOULD I REPORT AN ABSENCE?

You should report an absence to Standard Insurance Company (The Standard[‡]) if you are absent from work or know you 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 who becomes injured or ill in the line of duty
- For a qualifying reason related to military activities
- Company-sponsored leaves
- Sick child leave (includes both serious and non-serious health conditions)



HOW SHOULD I REPORT AN ABSENCE?

Call or text The Standard's Absence Management Service Center at:
855.207.6109.

— OR —

Log in at standard.com/absence.

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

What are the center's hours of operation?

Monday through Friday
5 a.m. – 5 p.m. PST

What about other times I'll be out?

For all other personal absences, please contact your human resources department