

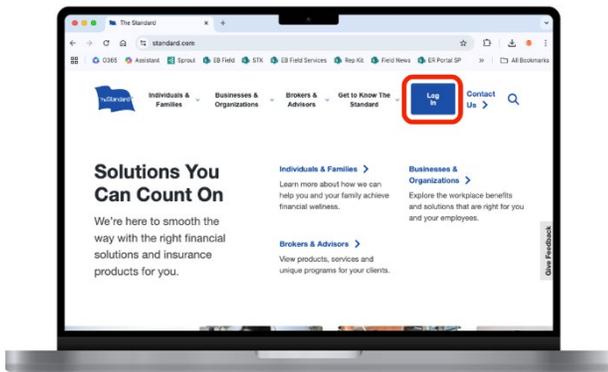
Employee Job Aid – Submitting and Managing an Absence

Click to route directly to:

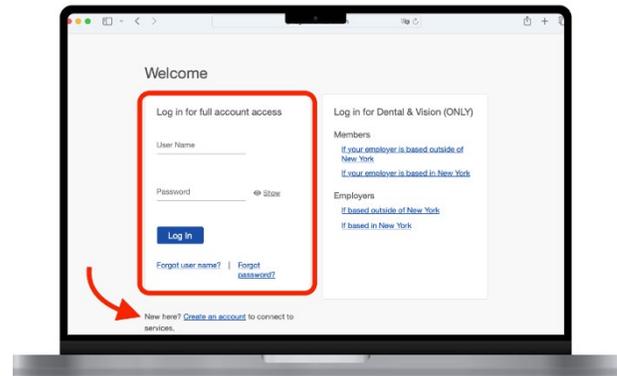
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Submit A New Absence Request

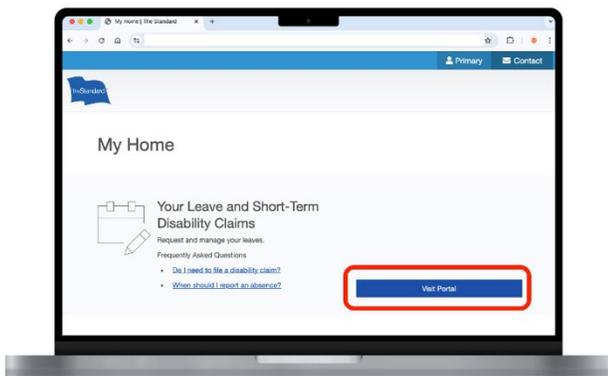
Visit www.Standard.com to log in.



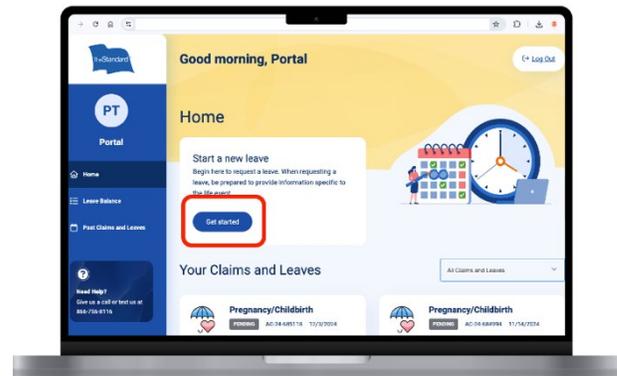
Enter a Username and Password.



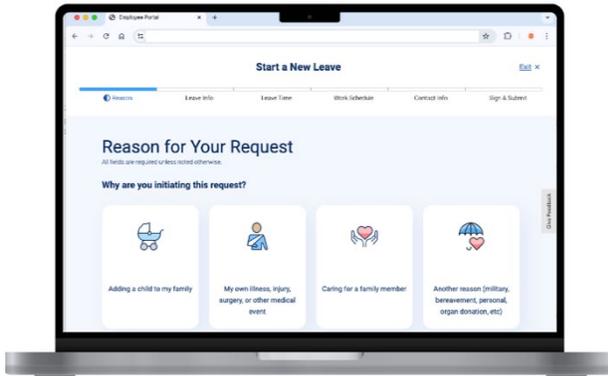
Select 'Visit Portal'.



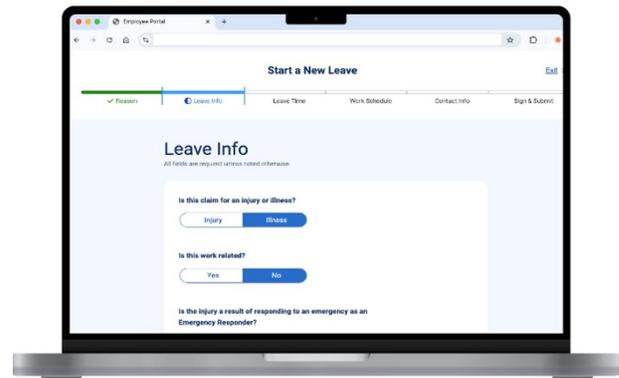
Review the Portal. The left navigation panel displays Leave Balances and History. Scroll down to see active leaves and claims. Select 'get started' to begin a new request.



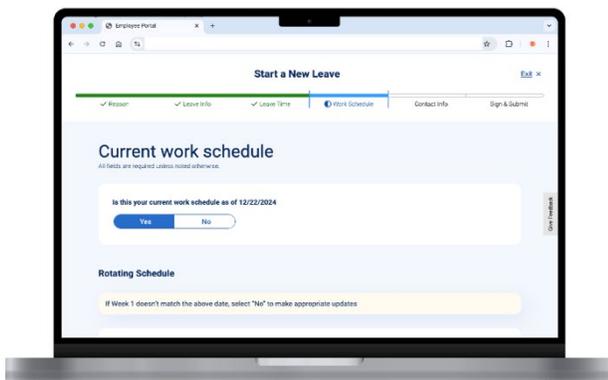
Choose the Leave reason that best matches your need to miss work.



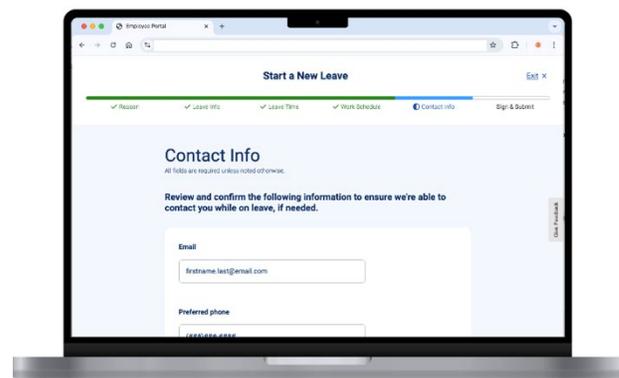
Answer 'Leave Info' questions.



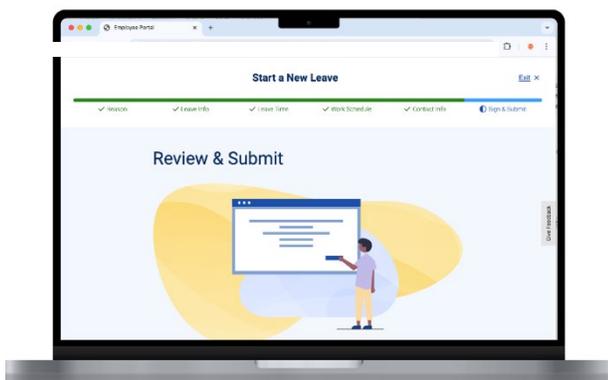
Confirm or change the 'Work Schedule'. *If work hours vary, enter the average or most common schedule.*



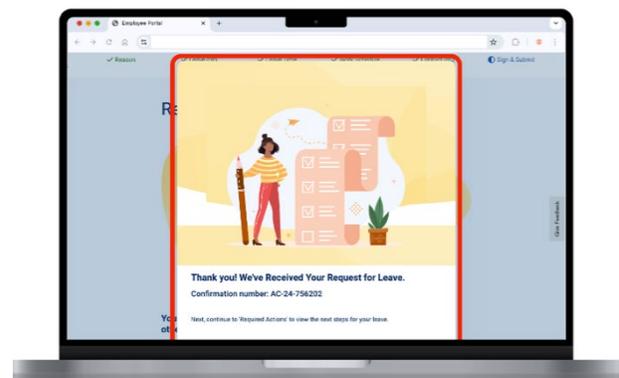
Confirm the 'Contact Info'.



Review and Submit. Select 'Next' to complete the request.

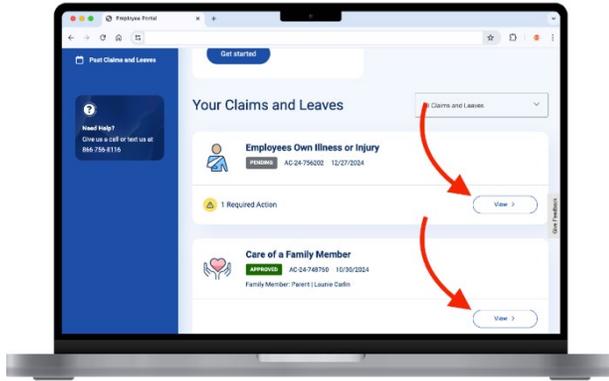


Confirmation Page. *This page may take a moment to load. Do not refresh the page or exit the site until prompted to 'Continue'.*

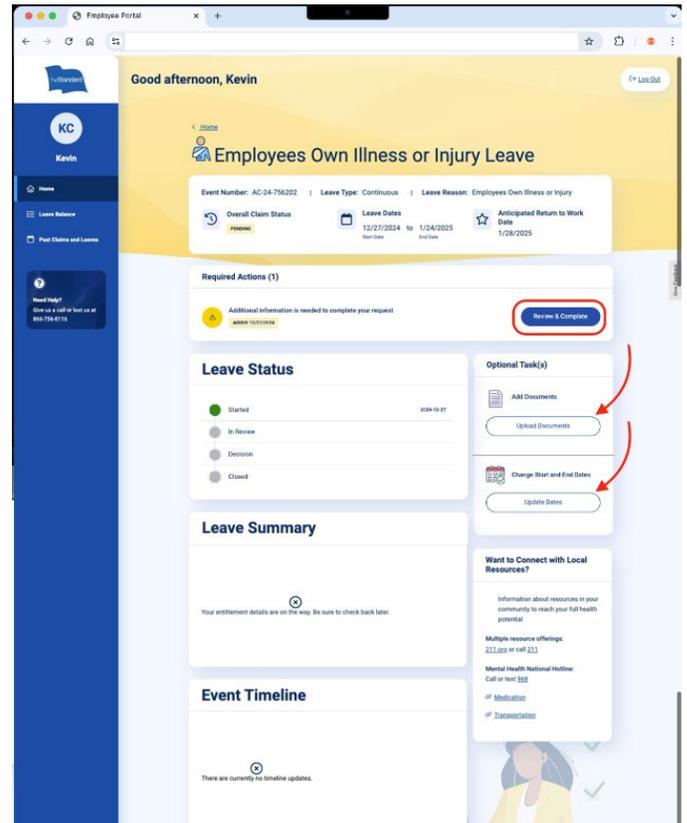


Manage An Absence

The left navigation panel offers insights to Leave balances and history. Scroll down to select 'View' to see to a pending request or active absence.

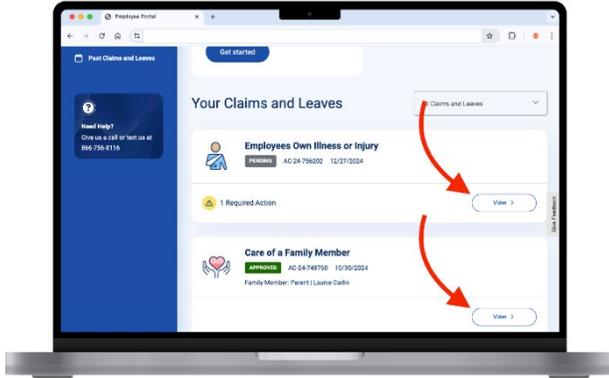


The Required Actions and Optional Tasks appears when there are time-sensitive tasks to perform. *Actions can vary based on several factors, complete the needed information to avoid delays in the review process.*

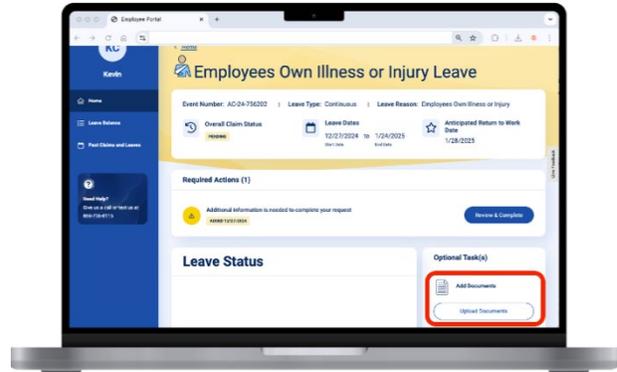


Uploading Documents

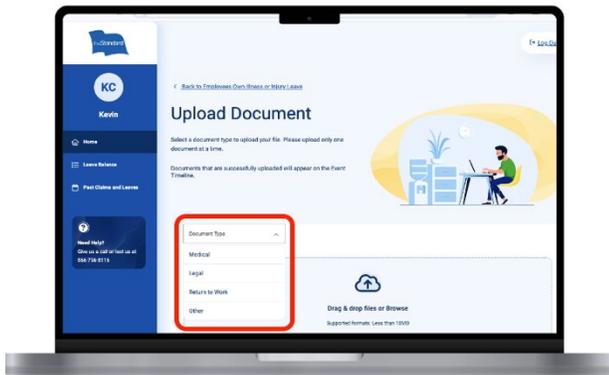
Scroll down and select 'View' to begin uploading documents to a pending request or active Absence.



Scroll down and select the 'Upload Documents' button on the right panel.

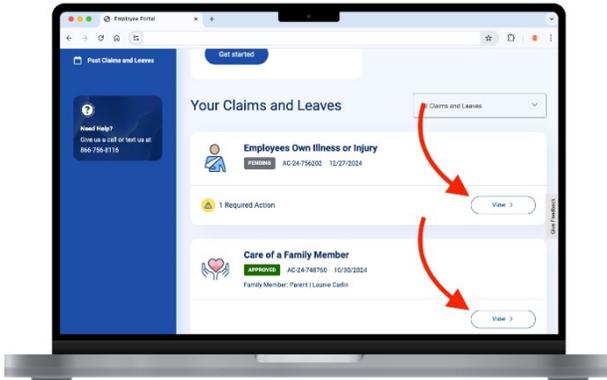


Choose the type of document from the dropdown menu. Drag & drop a file or click the panel to upload a file from your device.

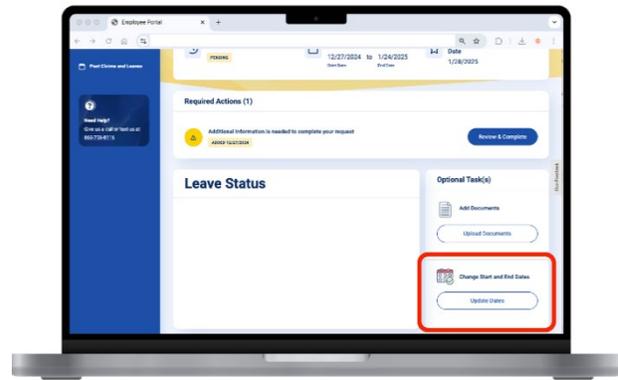


Changing Pending Absence Dates

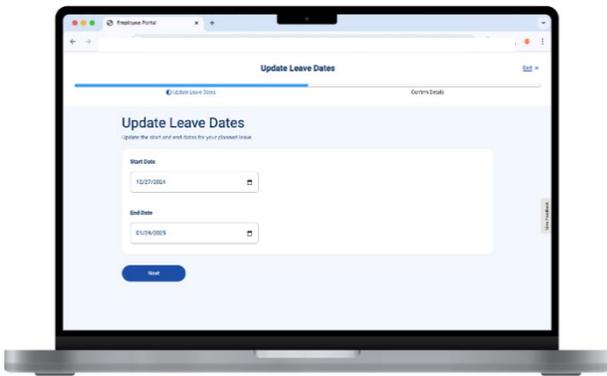
Scroll down and select 'View' to change dates for a pending request.



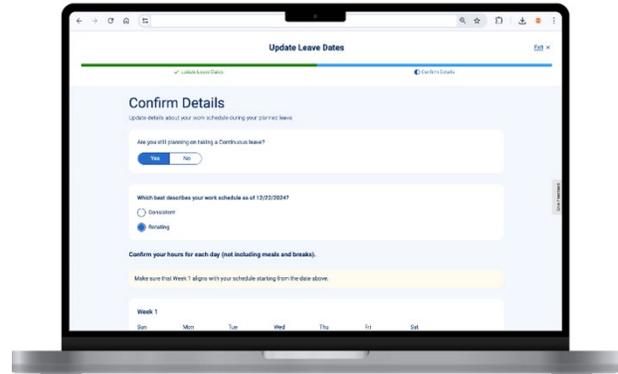
Scroll down and select the 'Change Start and End Dates' button on the right panel.



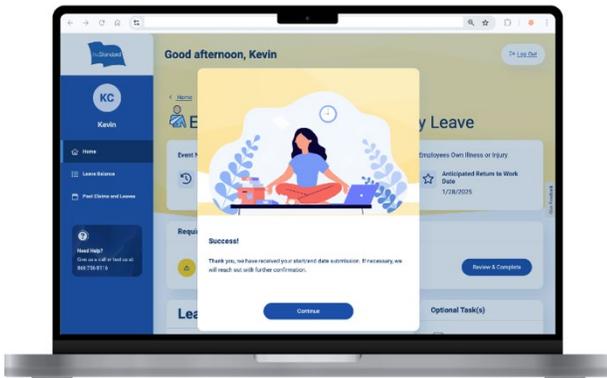
Change existing dates, as needed. Then select 'Next'.



Additional information may need to be changed. Review the 'Confirm Details' page and update information, as needed. Select 'Save' to continue.

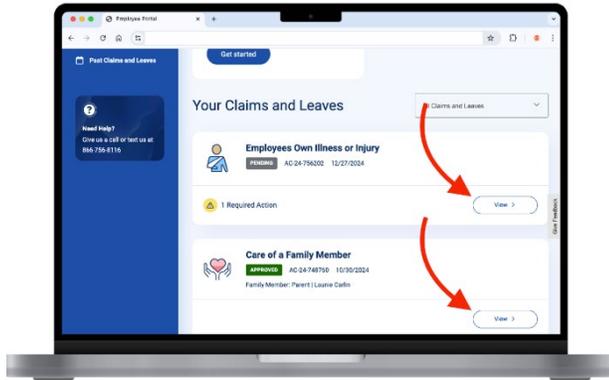


Confirmation Page. *This page may take a moment to load. Do not refresh the page or exit the site until prompted to 'Continue'.*

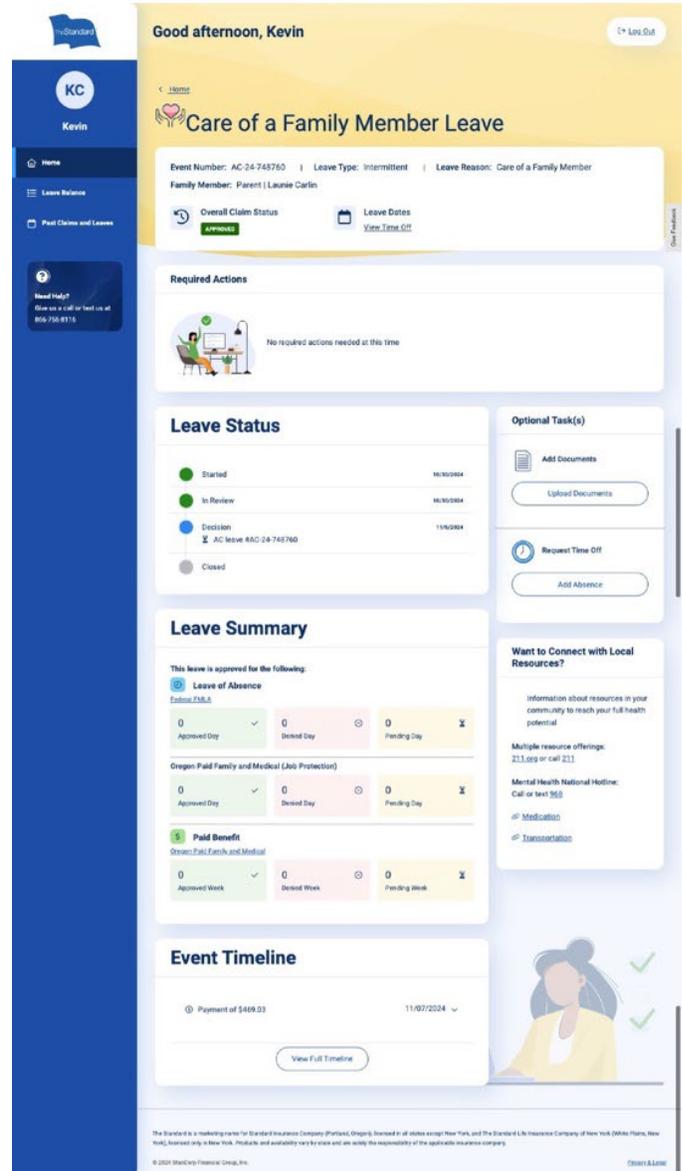


Requesting Intermittent Leave Time

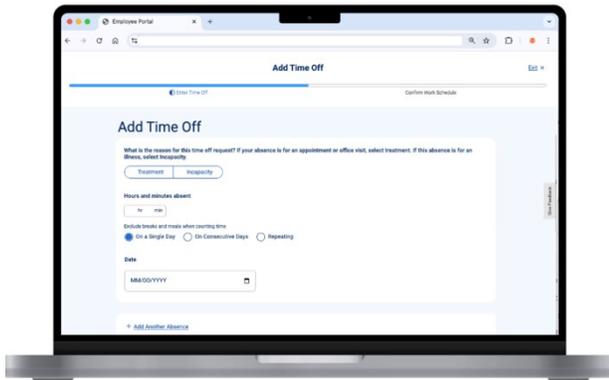
Review the Portal. Scroll down to find the applicable Absence, then select “View”.



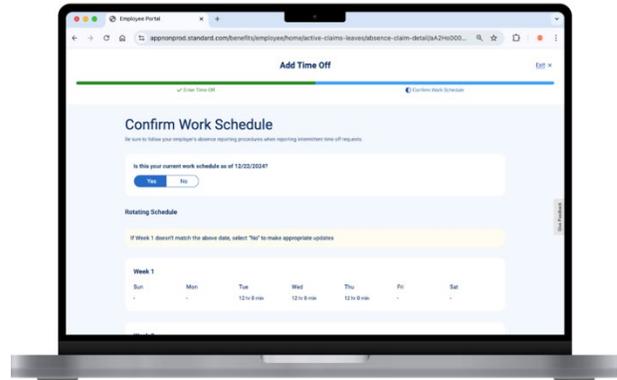
Scroll down to ‘Request Time Off’ on the right. Also on this page, a summary of request statuses can be viewed within the ‘Leave Summary’ panel.



Answer the questions based on your need. Choose 'Add Another Absence' if needed or 'Next' to continue.



Next, confirm the work schedule and change if needed, then select 'Save' to complete. *After saving, the page may take a moment to load. Do not refresh the page or exit the site.*



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