

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
- Workers' compensation
- Company-sponsored leaves

HOW SHOULD I REPORT AN ABSENCE?



Contact The Standard's Absence Management Service Center at: **888.895.0381.**

— 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
7 a.m. – 7 p.m. CST

When I call to report a leave of absence, what questions will I be asked?

Besides answering questions about your absence, you'll be asked:

Employer Name: Riverside Healthcare

Social Security Number/Employee ID Number

Reason you're requesting leave

Group Policy Number: 762712

Last Day you were at work

Physician's Contact Info (name, address, phone and fax #)

Standard Insurance Company | 1100 SW Sixth Avenue, Portland OR 97204 | 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.