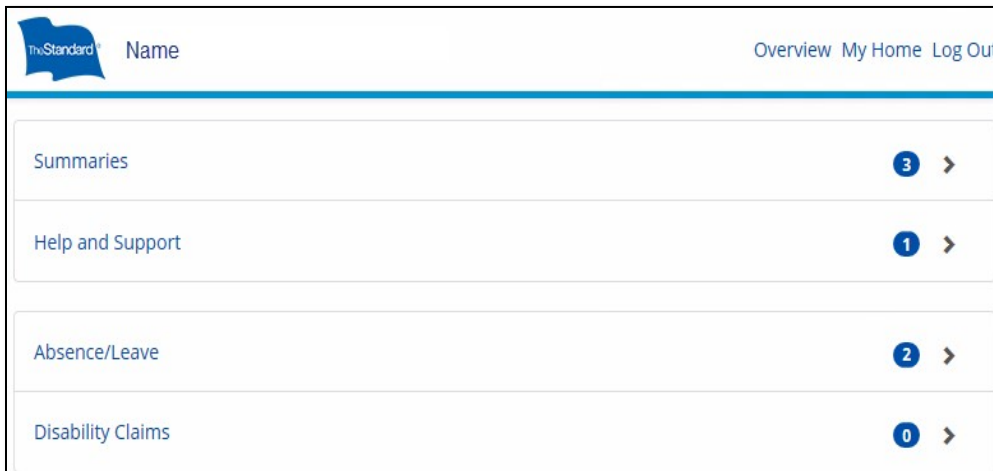


Employee Landing Page

Web Portal URL: www.standard.com/absence

If you are an employee, after login you will see your landing page. From your landing page you can generate reports, review your leave activity, create a new leave, and add time to open leaves.



To return to your landing page select **Overview**.

You access different information by selecting the portlet you want:

- ✓ Summaries
- ✓ Help and Support
- ✓ Absence/Leave
- ✓ Disability Claims

From your landing page you can review your leave balance by leave policy in:

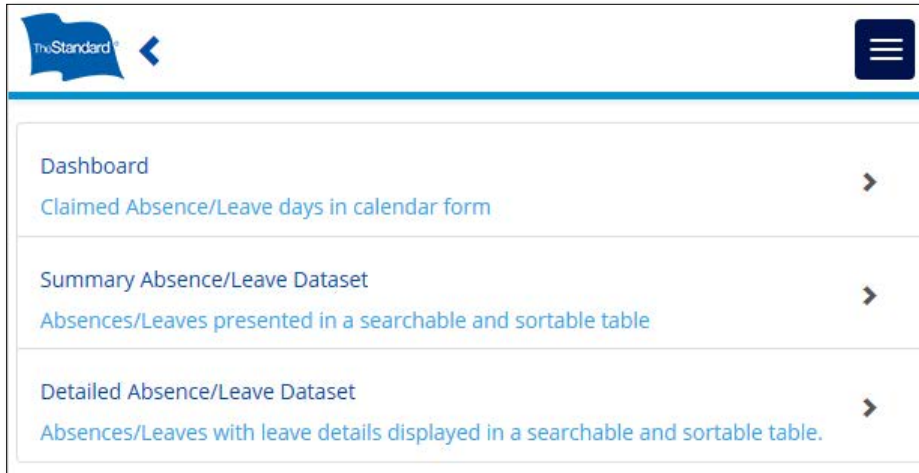
Absence/Leave Time Summary



Each leave policy balance is color coded. The policy balance legend is captured in each policy.

Summaries

In the summaries portlet, there are three options:



Dashboard

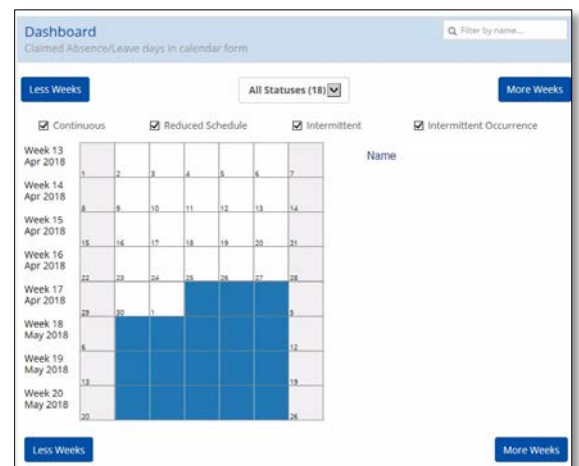
Gives a color coded calendar overview of absences.

You have the ability to view intermittent, continuous and reduced schedule absences for your leaves.

This view gives a great snapshot view of your absences during a particular week or month.

Information can be viewed by selecting the:

- ✓ Status views
- ✓ Different leave types
- ✓ More or less weeks



Summary of Absence/Leave Dataset

A summary of absences by case #. This dataset provides key information such as: the start date, the end date, absence status, and anticipated return to work date. **Data can be filtered** and you can download to Excel by selecting [EXPORT AS CSV](#)

The screenshot shows a table titled "Summary Absence/Leave Dataset" with the subtitle "Absences/Leaves presented in a searchable and sortable table". There is an "EXPORT AS CSV" button in the top right corner. The table has the following columns:

Employee Name	Identification Number	Title	Employer Name	Reports To	Claim Number	Created Date	Leave Type	Reason

Detailed Absence/Leave Dataset

A detailed breakdown of absences by case # and absences taken. This dataset provides key information such as: the certification start date, the certification end date, the intermittent frequency and duration, absences taken for continuous and intermittent leaves. **Data is searchable, can be filtered** and downloaded to Excel by selecting [EXPORT AS CSV](#)

Detailed Absence/Leave Dataset

Absences/Leaves with leave details displayed in a searchable and sortable table.

Employees: 1 Claims: 1

[EXPORT AS CSV](#)

Employee Name	Reports To	Identification Number	Title	Department	Employer Name	Claim Number	Status	Leave Type	Reason	Absence Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Help

If you have questions about a leave/claim or need assistance using the portal, please contact us:



[Back](#) [Overview](#) [My Home](#) [Log Out](#)

Email: absence@standard.com

If you have any questions or need assistance, please feel free to email us or call us at (866) 756-8116.



- Email: absence@standard.com
- Phone: (866) 756-8116

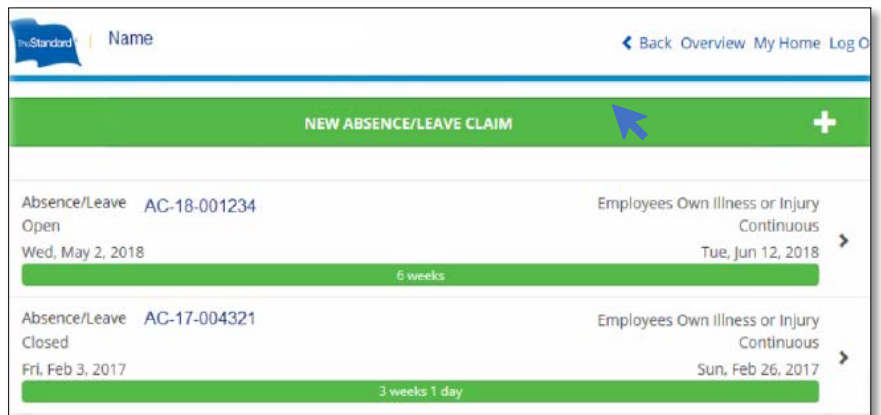
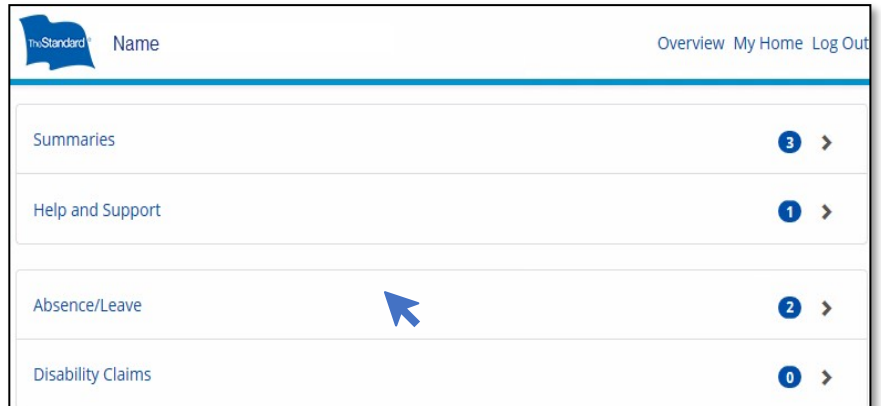
Absence/Leave

From the Absence/Leave portlet, you view and perform leave of absence activity e.g. initiate a New Absence case, Add Absences to your current leave, and check on your Absence Case status by selecting the appropriate function:

New Leave/Claim

Initiate a new Absence Case by clicking the plus (+) symbol in the upper right corner, choose the reason for leave, answer the series of the questions, read the closing script, enter in pertinent information in NOTES then select CREATE CLAIM. Screenshots provided below for convenience.

If you are adding an absence or extending an existing leave, please see step below. DO NOT create a new leave if this is the case.



Absence/Leave - New Claim

Reason for the leave: Employees Own Illness or Injury

Pattern of the leave: Continuous

Employees own illness or injury
Leave to care for your own serious health condition

Is this claim for an illness or an injury?

Is this a work related injury or illness?

What was the first date of injury/illness?

What was your first day of treatment?

Were you or will you be hospitalized?

Admitted:

Discharged:

Do you have a follow up appointment?

Who is the treating physician?

Continuous
Leave on consecutive calendar days

From: 02/03/2020
Mon, Feb 3, 2020

To: 02/07/2020
Fri, Feb 7, 2020

for reason: None

Notes
Enter any additional information

Have you previously filed a claim?
If you have a previously approved leave for the same reason within the last 12 months OR you are unable to add time to an existing leave because it's closed, you do not have to create a new leave claim. Instead, call us at 1 (866) 756-8116.

Let's get started
Please respond to the following questions within the "NOTES" section above. Providing as much information now helps speed up your claims process.

1. Would you like a copy of letters we mail to you sent to an email as well? If so, enter an email address in the NOTES section.
2. What is the best contact number to reach you?
3. Please provide your typical work schedule for the period of leave you requested. We want to make sure your leave time is deducted accurately. Here are a couple examples to help you:
 1. Consistent Schedule Example (Monday through Friday, 8 hours per day, 40 hours per week)
 2. Consistent Alternating Schedule Example (Monday, Wednesday, Friday, 12 hours per day; 36 hours per week. The follow week Tuesday, Thursday, 8 hours per day, 16 hours per week)
 3. Varying Schedule Example (Varies too much to determine, 20 hours per week)

If you have any questions, feel free to include them in the NOTES section, as well.

What to expect when you submit a claim
After you create a new claim request, you will receive a letter from The Standard that includes:

- The requested dates of your leave.
- Information about your leave entitlement (and disability benefits if applicable).
- Any documentation that we need to support your leave and/or disability claim and the date it is due.
- Your assigned leave number, which will also be given to you online after you create your claim.

Next steps
After we receive all required information, we will complete our review and promptly notify you of our decision.

How to keep the process rolling smoothly

- Be sure to follow your company's normal absence reporting procedures.
- Refer to your leave number when you contact us.
- Keep us informed of any changes to your leave and/or disability request.
- Provide requested information and documents by the due date. (Sometimes you may need to follow up with your physician's office to ensure requested information is released to us by the due date.)

How to contact us or check on your claim

- You can check the status of your claim online or call us at 1 (866) 756-8116.

Other Benefit Information If filing a leave for Care of a Family Member, Bonding, Adoption/Foster, Pregnancy/Childbirth OR Employees Own Illness or Injury:
As you work in Washington, you may be eligible to receive paid medical leave or paid family leave under a program administered by the Employment Security Department (ESD). If you feel you may be entitled to benefits and would like additional information or wish to submit a claim, please contact your employer.

The Standard does not know your eligibility for paid medical leave or paid family leave and is not providing any notice to the applicable government agency about your leave or possible claim. Please make direct contact with them if you are interested in pursuing a claim.

Cancel CREATE CLAIM

Existing Leave/Claim

When you select the Absence Case you want to review, you can view the information in greater detail and do the following:

You access different information by selecting the portlet you want:

- ✓ Add time to leaves
- ✓ Report return to work for continuous leaves
- ✓ Review date summary
- ✓ Review date details
- ✓ Verify if certifications received

The Date Summary and Dates Detail statuses are color coded so you can easily identify:

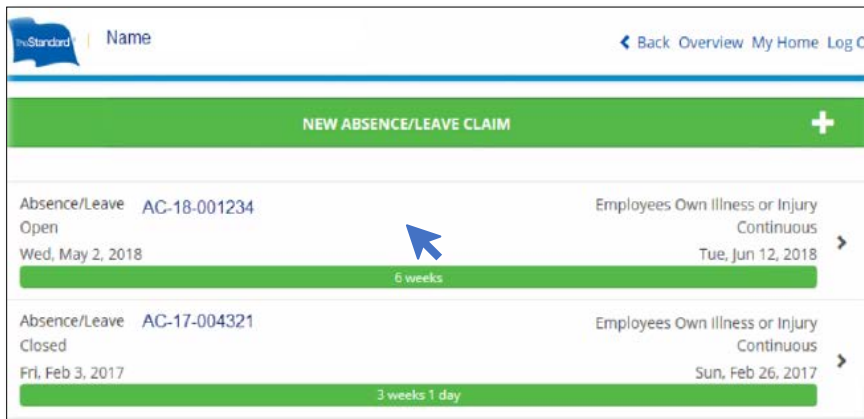
 Approved

 Pending

 Denied

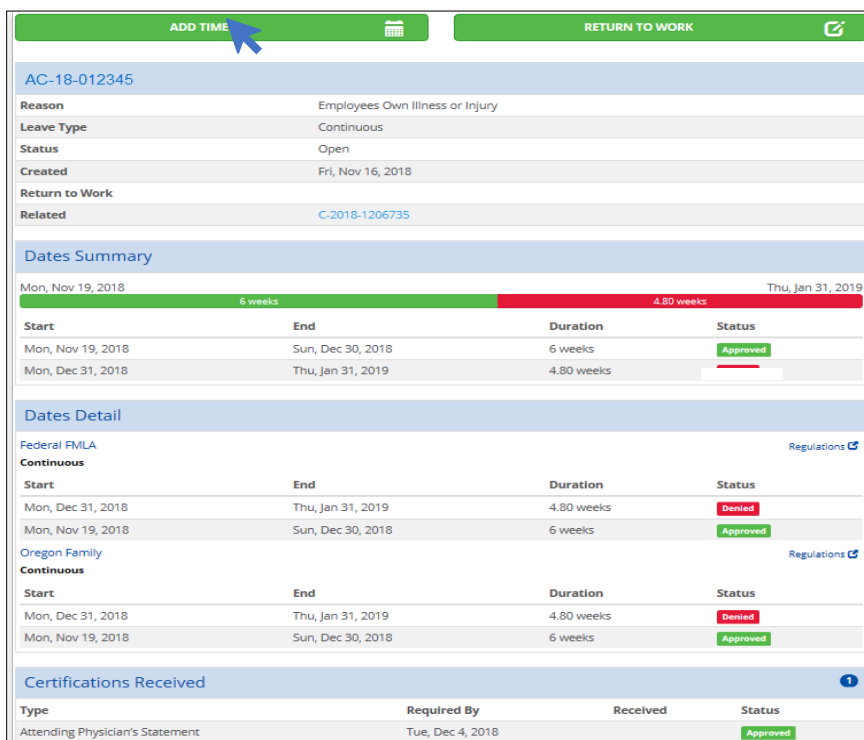
Adding time to an existing leave

To add time to an existing leave, after you select the leave number (as shown above), select the Add Time button. Complete the Add Time fields and drop-down menus and select Save when done.



NEW ABSENCE/LEAVE CLAIM

Absence/Leave	AC-18-001234	Employees Own Illness or Injury
Open		Continuous
Wed, May 2, 2018		Tue, Jun 12, 2018
6 weeks		
Absence/Leave	AC-17-004321	Employees Own Illness or Injury
Closed		Continuous
Fri, Feb 3, 2017		Sun, Feb 26, 2017
3 weeks 1 day		



ADD TIME

AC-18-012345

Reason: Employees Own Illness or Injury
 Leave Type: Continuous
 Status: Open
 Created: Fri, Nov 16, 2018
 Return to Work:
 Related: C-2018-1206735

Dates Summary

Mon, Nov 19, 2018	6 weeks	4.80 weeks	Thu, Jan 31, 2019
Start	End	Duration	Status
Mon, Nov 19, 2018	Sun, Dec 30, 2018	6 weeks	Approved
Mon, Dec 31, 2018	Thu, Jan 31, 2019	4.80 weeks	Denied

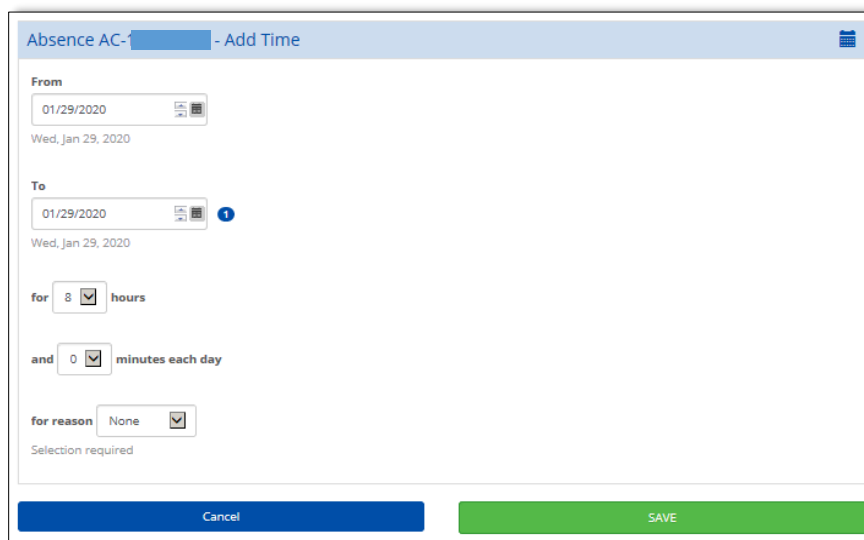
Dates Detail

Federal FMLA
 Continuous
 Start: Mon, Dec 31, 2018
 End: Thu, Jan 31, 2019
 Duration: 4.80 weeks
 Status: Denied

Oregon Family
 Continuous
 Start: Mon, Dec 31, 2018
 End: Thu, Jan 31, 2019
 Duration: 4.80 weeks
 Status: Denied

Certifications Received

Type	Required By	Received	Status
Attending Physician's Statement	Tue, Dec 4, 2018		Approved



Absence AC-18-001234 - Add Time

From: 01/29/2020
 Wed, Jan 29, 2020

To: 01/29/2020
 Wed, Jan 29, 2020

for 8 hours
 and 0 minutes each day

for reason: None

Cancel SAVE

Disability Claims

You can view Disability Claim status from the Disability Claim portlet by selecting the Disability Claim you want to view:

Disability C-2018-112233 Open 123456	Short Term Disability >
Disability C-2017-012345 Closed	Short Term Disability >

After selecting the Claim you can view the information in greater detail:

- ✓ Claim Type
- ✓ Status
- ✓ Related Absence Case

Review the Claim details here:

- ✓ Decision Status
- ✓ Decision Reason
- ✓ Key Dates
- ✓ Benefit Detail

Disability C-2018-112233	
Policy	123456
Type	Short Term Disability
Status	Open
Created	Sat, Apr 21, 2018
Related	AC-18-001234
00XX0000 (Short Term Disability)	
Status	Approved
Decision Reason	Updated Medical Needed
Approved Certified Through	Tue, Jun 12, 2018
Benefit Start	Wed, May 9, 2018
Benefit Through	Tue, Jun 12, 2018
Last Worked	Tue, May 1, 2018
Date of Disability	Wed, May 2, 2018

Disability C-2018-112233	
Policy	123456
Type	Short Term Disability
Status	Open
Created	Sat, Apr 21, 2018
Related	AC-18-001234

You can access the associated Absence Case or Disability Claim by selecting the Related Absence Case or Disability Claim

ADD TIME	
Absence/Leave	
Reason	Employees Own Illness or Injury
Leave Type	Continuous
Status	Open
Created	Sat, Apr 21, 2018
Return to Work	
Related	C-2018-1163913