

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
- Paid Family and Medical Leave — applies if you work in Massachusetts or New York

Standard Insurance Company | 1100 SW Sixth Avenue, Portland OR 97204 | [standard.com](https://www.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.

HOW SHOULD I REPORT AN ABSENCE?



Call or text The Standard's Absence Management Service Center at: **833.960.1105**.

— OR —

Log in at [standard.com/absence](https://www.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
8 a.m. – 8 p.m. EST

What about other times I'll be out?

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