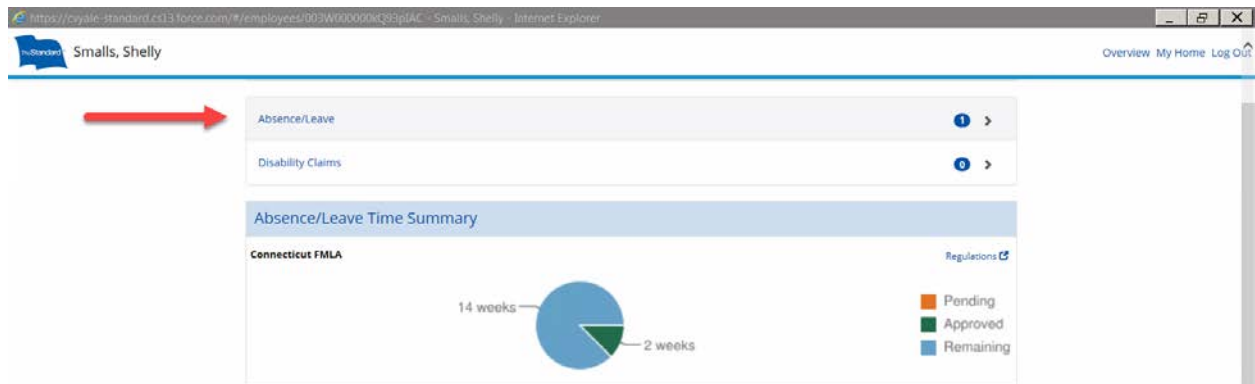


## How to Create a New Leave of Absence in the Portal

Please note: If you are M&P filing a joint, leave and disability claim you will need to call The Standard to initiate your leave and claim.

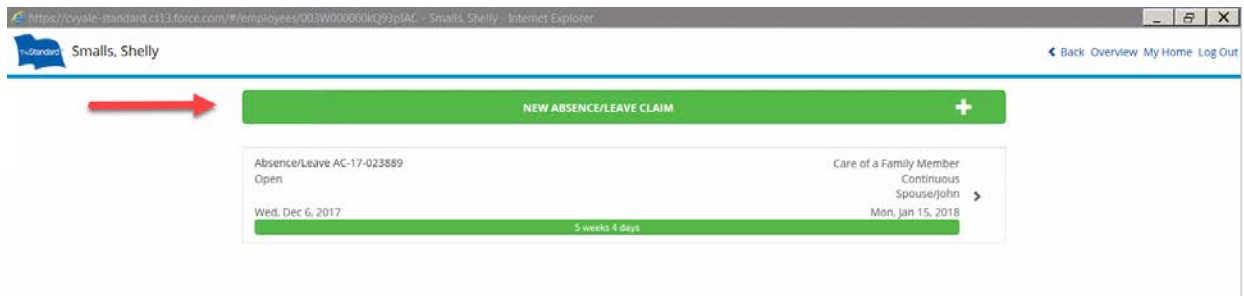
Once you're logged into your account:

### 1. Click on Absence/Leave



The screenshot shows a web browser window with the URL <https://cuyale-standard.cs13.force.com/#/employees/003W000000kQ93plAC>. The user is logged in as "Smalls, Shelly". The navigation menu includes "Absence/Leave" (with a count of 1) and "Disability Claims" (with a count of 0). A red arrow points to the "Absence/Leave" link. Below the menu is the "Absence/Leave Time Summary" section for "Connecticut FMLA". It features a pie chart showing 14 weeks remaining (blue) and 2 weeks approved (green). A legend on the right indicates: Pending (orange), Approved (green), and Remaining (blue). A "Regulations" link is also present.

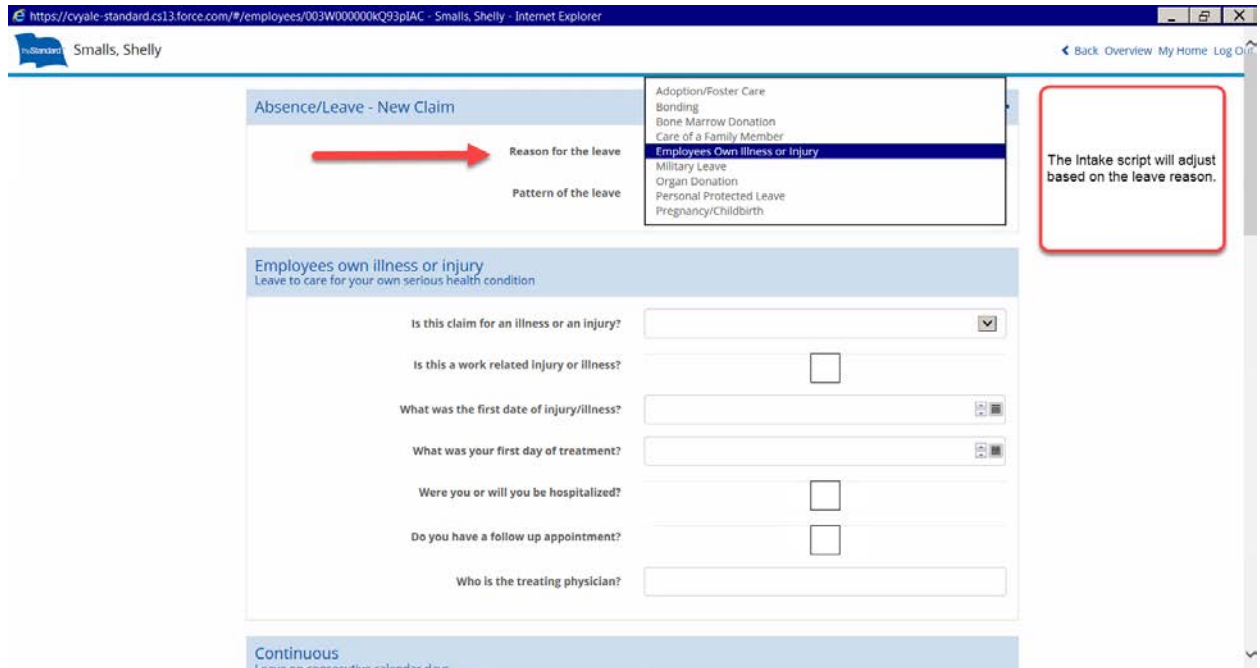
### 2. Click on: New Absence/Leave Claim



The screenshot shows the "NEW ABSENCE/LEAVE CLAIM" button highlighted with a red arrow. Below it is a claim summary card for "Absence/Leave AC-17-023889". The card displays "Open" status, "Care of a Family Member" category, "Continuous Spouse/John" type, and a duration of "5 weeks 4 days". The start date is "Wed, Dec 6, 2017" and the end date is "Mon, Jan 15, 2018". A right-pointing arrow is visible on the card.

## How to Create a New Leave of Absence in the Portal

- This will take you to the Intake Script. You will want to choose the appropriate Reason for Leave based on your situation:



The screenshot shows the 'Absence/Leave - New Claim' page. The 'Reason for the leave' dropdown menu is open, showing options: Adoption/Foster Care, Bonding, Bone Marrow Donation, Care of a Family Member, **Employees Own illness or injury**, Military Leave, Organ Donation, Personal Protected Leave, and Pregnancy/Childbirth. A red arrow points to the dropdown. A red box highlights a note: 'The intake script will adjust based on the leave reason.'

**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?

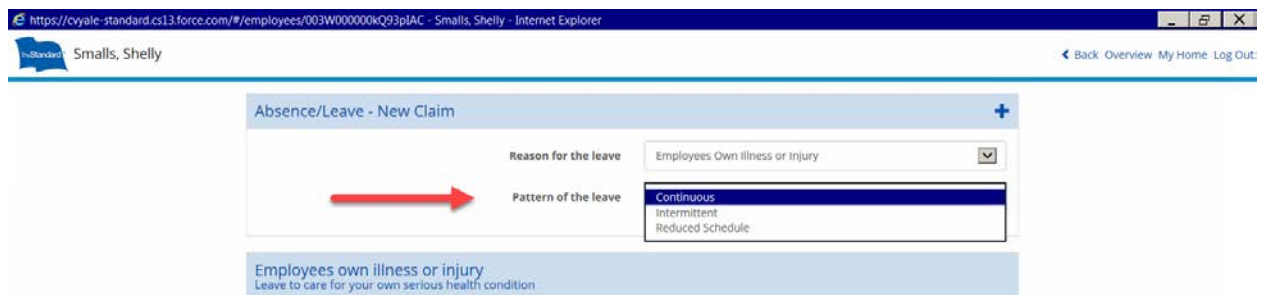
Were you or will you be hospitalized?

Do you have a follow up appointment?

Who is the treating physician?

**Continuous**  
Leave on consecutive calendar days

- You will need to choose your Pattern of Leave:



The screenshot shows the 'Absence/Leave - New Claim' page. The 'Reason for the leave' dropdown menu is set to 'Employees Own illness or injury'. The 'Pattern of the leave' dropdown menu is open, showing options: **Continuous**, Intermittent, and Reduced Schedule. A red arrow points to the dropdown.

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

- Continuous** means you will be out for a continuous period of time. (Example: I will be out from March 1<sup>st</sup> through March 15<sup>th</sup>)
- Intermittent** means you will be missing work from time to time due to a serious health condition. (Example: I will miss work 1 time a month for my treatment plan.)
- Reduced Schedule** means your leave will cause you to miss work on a consistent but partial basis. (Example: I am only able to work 4 hours a day for the next month.)

## How to Create a New Leave of Absence in the Portal

### 5. Complete the questions within the Intake Script:

https://cvale-standard.cs13.force.com/#/employees/003W000000KQ93pIAC - Smalls, Shelly - Internet Explorer

Smalls, Shelly

Back Overview My Home Log Out

**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?

Start?

End?

Do you have a follow up appointment?

When?

Who is the treating physician?

You will want to complete as much of the Intake script as you can so that The Standard can better assist you.

### 6. Enter your dates of leave:

https://cvale-standard.cs13.force.com/#/employees/003W000000KQ93pIAC - Smalls, Shelly - Internet Explorer

Smalls, Shelly

Back Overview My Home Log Out

**Continuous**  
Leave on consecutive calendar days

From   
Mon, Jan 1, 2018

To  21  
Wed, Jan 31, 2018

for reason

**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 1-203-432-5552, option #4.

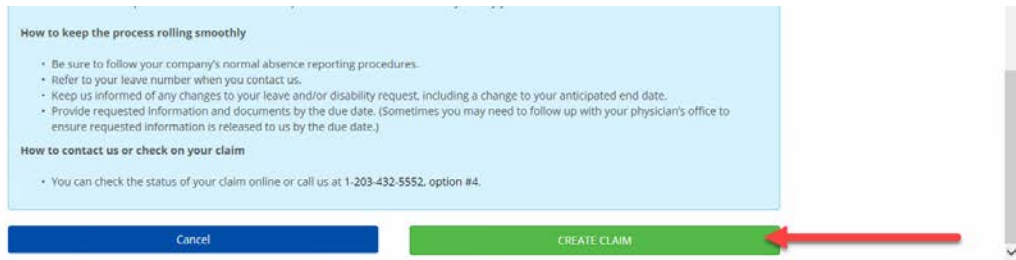
Let's get started

If you do not have an estimated end date for your leave you can enter your best estimate.

You will need to provide the answer to the Closing Script questions (below the Notes section) within the "Notes" section.

## How to Create a New Leave of Absence in the Portal

- Once you have entered your absence dates and you've answered the critical questions from the Closing Script within the Notes section you will have an option to submit your Leave/Claim:



- Your leave information will now be available within the Portal.

Save Completed  
The new Claim is shown below.

ADD TIME RETURN TO WORK

Absence/Leave AC-18-023896

Reason	Employees Own illness or injury
Leave Type	Continuous
Status	Open
Created	Thu, Jan 18, 2018
Return to Work	

Dates Summary

Mon, Jan 1, 2018	Wed, Jan 31, 2018	5 weeks	
Start	End	Duration	Status
Mon, Jan 1, 2018	Wed, Jan 31, 2018	5 weeks	Pending

Dates Detail

Connecticut FMLA Regulations

Continuous

Start	End	Duration	Status
Tue, Jan 2, 2018	Wed, Jan 31, 2018	4 weeks 2 days	Pending

## What Happens Next?

Now that you've submitted your leave of absence The Standard will take it from here.

- You will receive an Initial Packet in the mail (and email if you chose that option).
- Your packet will have important information regarding your leave:
  - ✓ Should your leave be for a serious health condition you will receive a medical form that must be completed by a health care provider.

## How to Create a New Leave of Absence in the Portal

- ✓ Should your leave be for a reason outside of a serious health condition you will need to read your packet to determine what documentation is required.
- ✓ Your employer has provided you with an easy to follow checklist that will highlight your key responsibilities during your leave of absence.
- We will be following up with you throughout your leave. Should you have additional questions please don't hesitate to call us:

**\*To speak with a representative you can call 24-hours a day, 7 days a week at:**

**203-432-5552 option #4\***