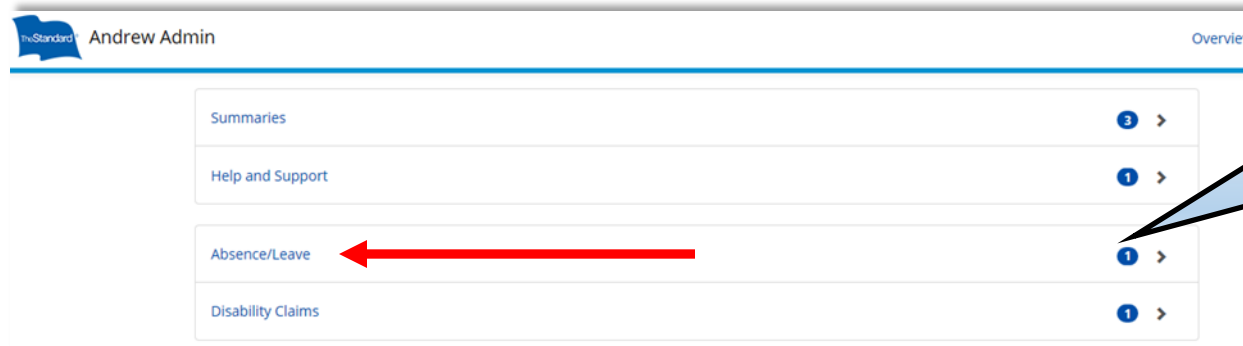


Adding Intermittent Time to Your Existing Leave Via The Standard

Once you've logged into The Standard Portal you can quickly navigate to your existing, intermittent leave to add additional time to your record.

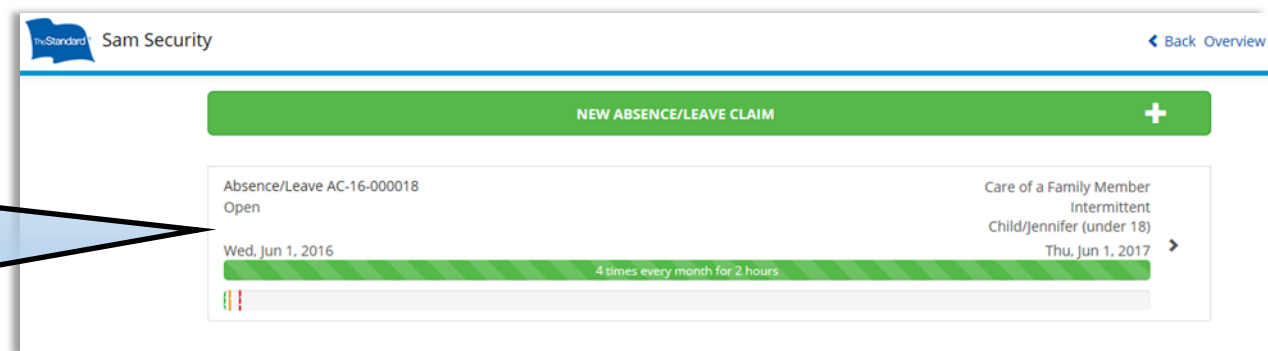


The screenshot shows the user interface for Andrew Admin. The top navigation bar includes the The Standard logo, the user name 'Andrew Admin', and an 'Overview' link. Below this is a list of menu items: 'Summaries' (with a '3' icon and a right arrow), 'Help and Support' (with a '1' icon and a right arrow), 'Absence/Leave' (with a '1' icon and a right arrow, highlighted by a red arrow), and 'Disability Claims' (with a '1' icon and a right arrow).

You can find your existing leave by clicking Absence/Leave.

After you've clicked into your leave history you will find your available leaves:

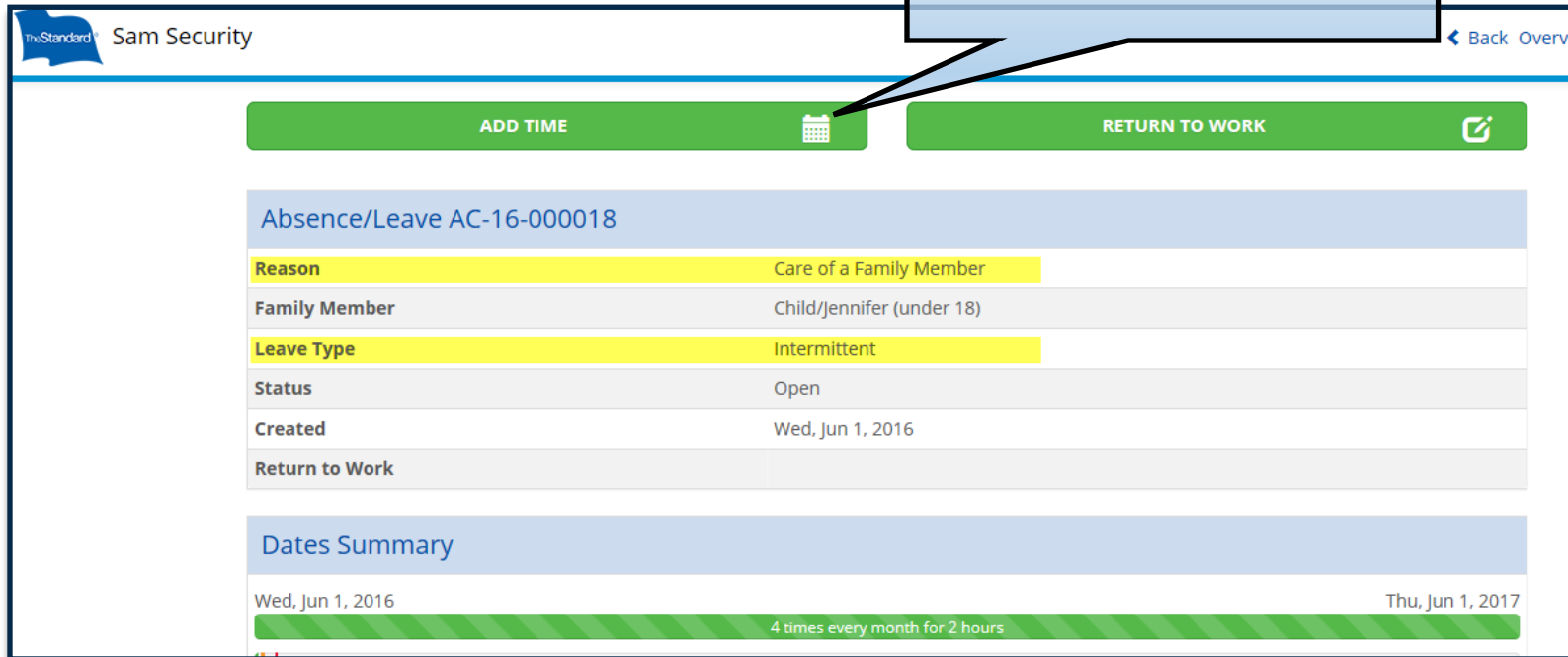
You will need to click on the appropriate leave that correlates with the certified leave you are taking time under.



The screenshot shows the user interface for Sam Security. The top navigation bar includes the The Standard logo, the user name 'Sam Security', and a 'Back Overview' link. Below this is a green button labeled 'NEW ABSENCE/LEAVE CLAIM' with a plus sign icon. Underneath is a list of available leave types. The first entry is 'Absence/Leave AC-16-000018' with a status of 'Open'. To the right of this entry is the text 'Care of a Family Member Intermittent Child/Jennifer (under 18)'. Below this text is a green bar with a right arrow, indicating the leave is available. The bar is labeled 'Wed, Jun 1, 2016' on the left and 'Thu, Jun 1, 2017' on the right. Below the bar is the text '4 times every month for 2 hours'.

Confirm that you've entered the correct leave by verifying the reason for leave and the leave type (noted below).

Once you've identified you're in the correct leave you can click "Add Time" found on the top, left-hand side of your screen.



The screenshot displays the 'Sam Security' interface. At the top left, the 'The Standard' logo and 'Sam Security' text are visible. A navigation bar contains two green buttons: 'ADD TIME' with a calendar icon and 'RETURN TO WORK' with a checkmark icon. A callout box points to the 'ADD TIME' button. Below the buttons is a section titled 'Absence/Leave AC-16-000018'. This section contains a table with the following details:

Reason	Care of a Family Member
Family Member	Child/Jennifer (under 18)
Leave Type	Intermittent
Status	Open
Created	Wed, Jun 1, 2016
Return to Work	

Below the table is a 'Dates Summary' section. It shows a date range from 'Wed, Jun 1, 2016' to 'Thu, Jun 1, 2017'. A green bar with diagonal stripes represents the leave period, with the text '4 times every month for 2 hours' centered below it.



An intake script will guide you through adding the additional time to your record. Once you've completed the script and press "Save" and email will automatically go out to your manager. Please remember it is still your responsibility to follow the normal call-out policies for your department.

A screenshot of a web application interface for 'Sam Security'. The page title is 'Absence AC-16-000018 - Add Time'. The form contains the following fields: 'From' date (03/28/2017), 'To' date (03/28/2017), 'for' hours (8), 'and' minutes (0), and 'for reason' (None). There are 'Cancel' and 'SAVE' buttons at the bottom. Navigation links 'Back Overview My Home Log Out' are in the top right.

Please remember that you must complete all fields in order to properly submit your time. Click "Save" once completed.