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**

2. **Click on: New Absence/Leave Claim**
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3. This will take you to the Intake Script. You will want to choose the appropriate Reason for Leave based on your situation:

4. You will need to choose your Pattern of Leave:

- **Continuous** means you will be out for a continuous period of time. (Example: I will be out from March 1st through March 15th)
- **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.)
5. Complete the questions within the Intake Script:

![Intake Script Image]

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:

![Dates of Leave Image]

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.
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7. 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:

   ![Submit Leave Claim](image1)

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

   ![Leave Information](image2)

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.
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✓ 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*