Reporting Absences

It feels good to be prepared. That's why we've developed the following guide to help you report an absence with Standard Insurance Company. Please use the steps outlined below should you need to report a leave of absence. They will enable you to access our Absence Management Service Center (AMSC), online or via telephone.

When Should I Report An Absence?

It is recommended that you contact The Standard, if you are absent from work, or know you will be absent from work, continuously for more than 30 calendar days. At your discretion, you may file for continuous absences of less than 30 days, if you choose. Note that absences of more than 3 days may qualify for coverage under FMLA.

- 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 injured in the line of duty
- For qualifying military exigency, allowing family members to take leave to prepare for or deal with issues that arise as a result of a family member being called to serve in the military
- For leave due to your own military service

For an absence of a work-related illness or injury, please follow the Yale workers’ compensation process. Visit the Yale Absence Management website for details. For a personal leave of absence, please contact your HR Generalist.

How Do I Notify The Standard About An Absence?

- Call The Standard’s Absence Management Service Center at 203.432.5552, option #4; Or
- Report it online through The Standard’s absence management self-service web portal:
  - First Time Users – Create an Account:
    - Go to www.standard.com and click the box labeled I am an Individual.
    - Click Create an account in the upper right hand corner.
    - Click Continue under the Leave and Absence Management option.
    - You’ll be asked to provide your name and email address. Be sure to provide an email address that you can access from home.
    - After you enter your name and email address, you will need to create a user name, password, and security questions. Then click Create Account.
    - You’ll be sent a verification email. Click Confirm Your Account in that email to log in with your user name and password.
    - After you log in, select the method you would like to use to receive your secure, two-step verification access codes and then verify your ability to receive code on your device.
    - Next, select My employer's insurance benefits. You'll be asked to provide some additional identifying information.
      - The site will ask you for your LTD Group Insurance Plan number (642971) and Employee ID number.
    - Click Continue.
    - At this point, you will need to log out and then log back in for your services to be displayed.
    - Upon logging in, you’ll be directed to the My Home page. Click Get Started in the Report Leaves of Absence box.
Returning Users:
- Go to www.standard.com and click Log In in the upper right hand corner.
- Enter your user name and password and click Log In.
- If prompted, retrieve and enter your secure, six-digit access code.
- From the My Home page, click Get Started in the Report Leaves of Absence box.

What Are The Absence Management Service Center Operation Hours?
The AMSC is available 24-hours a day, 7-days a week. You can also access our live portal to:
- Initiate a new leave of absence
- Check the status of your leave

When I Call To Report My Absence, What Questions Will I Be Asked?
You will be asked to provide the following information — in addition to other questions about your absence:
- Employer Name: Yale University
- STD Group Plan Number: 647891
- Employee ID number
- Last day you were at work, or anticipate beginning an absence from work
- Reason leave is requested
- Physician’s contact information (name, address, phone and fax number)

Who Is Responsible For Notifying Yale University Of My Absence?
It is your responsibility to follow your department’s normal absence reporting procedures to notify your manager of
an absence. In addition it is your responsibility to notify The Standard of an absence within 24 hours.

Will I Receive Any Notification After I Initiate A Leave?
After initiating a request for time, The Standard will send you a letter confirming receipt of your leave request. You
will receive a Certification of Health Care Provider form. This form should be returned to The Standard by the due
date indicated in your letter.

Where Do I Send The Completed Forms?
If you are required to submit paperwork, please send the completed forms to:
   Standard Insurance Company
   Employee Benefits Division
   PO Box 3877
   Portland OR 97208

Or you may fax completed forms to 866.751.5174.

How Long For a Leave of Absence Decision?
It will take approximately five days to make a claim decision (once all information has been received). If we have
not made a decision within one week, you will be notified as to why.

How Do I Report an Intermittent Absence?
When you miss time associated with an approved, open intermittent leave, you can quickly and easily report
absences through The Standard’s self-service phone system or the absence management self-service portal.
These services are available 24 hours a day, 7 days a week.

Use the following steps to use the self-service phone system:
- When you call us, say “report an absence” when asked, and you can report your time off without needing to speak
to a representative.
• Provide the following information:
   Your leave number. Your leave number is found on correspondence we sent you after we approved your intermittent leave.
   Your date of birth.
   The date of the absence. You may report multiple absences during one call. Dates can be today, or in the past or future, however each absence will be a separate entry during the same call.
   The type of absence. You will need to let the system know if your absence is related for your condition or is to attend a medical appointment.
   The number of hours you were scheduled to work, and the number of hours of leave taken, for each day you are reporting.
   A number where you can be reached. You will be asked to provide a call back number if we need to contact you for further information.
• Once the automated intake is complete, you will receive a confirmation number to let you know that your absence report has been successfully submitted.

You can also report intermittent absences through The Standard’s absence management self-service web portal which is accessible from your computer, your smartphone, or your tablet. Review the log-in instructions above.
Once you are logged in, use the following steps to report your intermittent absence online:
  • Click on Absence Claims.
  • Find and click on your open intermittent leave claim.
  • Click Add Time.
  • On the following screen, provide the date(s) of your intermittent absence, the number of scheduled work hours/minutes missed, and whether your absence was due to incapacity (illness) or medical treatment.
  • Click Save.

Don’t forget to notify your manager and follow your department’s normal absence reporting process.

**More Questions?**

Call The Standard’s Absence Management Service Center at: 203.432.5552, option #4.