

## LEAVE OF ABSENCE CHECKLIST

### Contact your Supervisor

Let them know you won't be at work and your projected leave dates

### Request Leave from Standard

May be submitted up to 30 days in advance

With your authorization, a Friend or Relative may submit request if you're not able

### Review the Leave Packet sent by Standard

There's a lot of information including instructions and forms

### Submit Required Supporting Documentation to Standard

Examples include medical certification, military documents, etc.

### Submit Accruals Election Form to Leave Administration

As soon as you request leave from Standard

### Update your Timesheet

You still must fill out your timesheet and account for hours worked/hours missed

Leave Administration will add your protected leave once you report it to Standard

### Intermittent Absence Reporting

You must inform your Supervisor and Standard for each time or day you miss work

### Inform your Supervisor & Standard of any changes to your leave dates or return to work plan.

### Submit Release to Return to Work (completed by Provider) to Supervisor and Standard

This only applies to leave for your own illness or injury

Submit release at least 3 business days before returning to work

### Questions?

- [Leave Administration](#) website: This is a great webpage to bookmark!
- Questions regarding an employee's leave or expected return to work status?
  - Contact The Standard
    - Phone: 1-866.756.8116
    - Email: [absence@standard.com](mailto:absence@standard.com)
    - Or login to The Standard's absence portal at [www.standard.com/absence](http://www.standard.com/absence)
- Questions about an employee's accommodation requests, timesheet coding, or leave related concerns?
  - Contact Clackamas County Human Resources Leave Administration
    - Via phone: 1-503.655.8550, option 1
    - Or, by using the "Contact Us" link on [Leave Administration](#) webpage <https://www.clackamas.us/des/leave-administration>.