

Reporting a Leave of Absence



WHEN SHOULD I REPORT AN ABSENCE?

You should report an FMLA absence to Standard Insurance Company (The Standard[®]) if you are absent from work or know you will be absent from work for any of the following reasons:

- 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 who becomes injured or ill in the line of duty
- Workers' compensation



HOW SHOULD I REPORT AN FMLA ABSENCE?

Call The Standard's Absence Management Service Center at: **833-571-1200**.

Please identify your employer (City of Newport News) when you call.

What are the center's hours of operation?

Monday through Friday
8 a.m. and 8 p.m. Eastern Time

What about other times I'll be out?

For all other absences, please contact your direct supervisor or follow your department's normal call-in procedures.

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