

Reporting an Absence Oregon Paid Family and Medical Leave



WHEN SHOULD I REPORT AN ABSENCE?

You should report an absence to Standard Insurance Company (The Standard[‡]) if you're absent from work or know you'll be absent from work for any of the following reasons:

- **Your own serious health condition, including pregnancy**
- **Bonding with a child in the first 12 months after birth, adoption or foster care placement**
- **Caring for a qualifying family member with a serious health condition**
- **Safe leave for those experiencing or managing the impacts of family violence**



HOW SHOULD I REPORT AN ABSENCE?

Contact The Standard's Services Center at:
800.842.1888

Please reference the following:
Southern Oregon University | Policy# 762198

Remember to stay in contact with both us and your employer throughout your leave.

WHAT ARE THE CENTER'S HOURS OF OPERATION?

Monday through Friday
5 a.m. – 5 p.m. Pacific

WHAT ABOUT OTHER TIMES I'LL BE OUT?

For all other personal absences, please contact your human resources department.

Standard Insurance Company | 1100 SW Sixth Avenue, Portland, OR 97204 | standard.com

[‡] The Standard is a marketing name for StanCorp Financial Group, Inc. and subsidiaries. Insurance products are offered by Standard Insurance Company of Portland, Oregon, in all states except New York. Product features and availability vary by state and are solely the responsibility of Standard Insurance Company. Oregon Paid Family and Medical Leave Insurance underwritten by Standard Insurance Company is provided under policy form numbers: OR0923-PFML, OR0923-PFML-ENHANCEMENTS