



your health

when you miss work due to illness or injury

human energy. yours.™

Follow the steps on the reverse side to help ensure that you're making the most of the benefits and programs available when you can't work due to an illness or injury.

Learn more.

hr2.chevron.com/timeaway/disability-management-program



notify your supervisor

Give your supervisor advance notice, if you're able to, or provide notification as soon as possible. A family member or friend can provide the notification if you're unable to report an illness or injury.

Keep the notification simple. Don't disclose details about an illness or injury to your supervisor, but do give an estimate of how long you expect to be out and when you expect to have more information.

contact reed group

You must **contact Reed Group** to report your absence if it's related to any of the below reasons, and you should give your supervisor and Reed Group at least 30 days' notice, or as much notice as practicable.

- Job protection under the Family and Medical Leave Act of 1993 (FMLA) or a related state leave law.
- An illness or injury that lasts for more than five scheduled workdays.
- Caring for a seriously ill or injured qualified family member.
- The birth, placement or adoption of a child and related bonding.
- Military family leave.

You may notify Reed Group by calling the HR Service Center at 1-888-825-5247 (choose the option for reporting an absence) or online through LeavePro at chevron.myleaveproservice.com.

provide information to reed group

To begin the claims process, Reed Group will ask you for identification information, like the last four digits of your Social Security Number, details of your absence, and names and contact information for your doctor(s).

follow the disability management program guidelines

Chevron's disability management website provides information to help you protect any company-sponsored Short-Term Disability or Long-Term Disability plan benefits, and any state benefits or job protection under FMLA or a related state leave law you may be eligible to receive.

comply with all requests for information

At various intervals, Reed Group will provide forms that you and your doctor(s) must complete and submit. It's your responsibility to ensure that all information, including forms your doctor(s) must complete, is submitted to Reed Group in a timely manner by the deadline specified.

stay in touch with your supervisor

It's a good idea to provide your supervisor with updates on your work status periodically. If you receive communications from your supervisor, you should respond in a timely manner.

return to work

When you're ready to return to work, follow your business unit's Fitness for Duty process through Enterprise Health. Obtain the following from your doctor(s) and send to Reed Group:

- A release to return to work that lists any restrictions or limitations you may have.
- Consent for you to undergo Chevron's Fitness for Duty process, which may include a functional capacity examination (FCE).

A Chevron fitness for duty advisor will recommend your return to work clearance to your supervisor.

additional information

Visit the **Disability Management** website at hr2.chevron.com/timeaway/disability-management-program. Reed Group can be reached by calling the HR Service Center at 1-888-825-5247, or online through the LeavePro portal at chevron.myleaveproservice.com to begin and manage your claim.