



your health

disability management tips for supervisors

—
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what to do when an employee requests time off for FMLA or state plans, or is sick or injured

Follow these steps to ensure an employee is paid correctly and benefits are administered properly for any absence related to job protection under the Family and Medical Leave Act of 1993 (FMLA) or a related state leave law; their own illness or injury that lasts for more than five scheduled workdays; caring for a seriously ill or injured family member; the birth, placement or adoption of a child and related bonding; or military family leave.

Follow these steps when an employee will be absent for any reason that may be protected by the Family and Medical Leave Act of 1993 (FMLA) or a related state leave law; their own illness or injury that lasts for more than five scheduled workdays; caring for a seriously ill or injured family member; the birth, placement or adoption of a child and related bonding; or military family leave. View the **Disability Management** page for more information at hr2.chevron.com/timeaway/disability-management-program.

first steps

1. If an employee is **injured on the job**, they or a family member must contact Broadspire at 800-301-2546 or nol@choosebroadspire.com to start the workers' compensation process. You may also complete this step for an employee.
2. Tell an employee to **contact Reed Group immediately** if their absence is related to:
 - Job protection under FMLA or a related state leave law.
 - Their own 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.

Reed Group can be notified 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.

3. Advise the employee of their responsibility to read, understand and follow the process as outlined on the **Disability Management** website.
 - a) Send the Disability Management website address to an employee's home email or read the address to them over the phone.
 - b) Ask an employee to maintain contact with you during the absence so you can plan for their return.

oversee absence reporting and time tracking

- Verify an employee has reported their absence to Reed Group by reviewing the weekly absence report or by calling Reed Group. Review the absence reports regularly to verify accuracy.
- Notify the time administrator or time data recorder to ensure an employee's absences are accurately coded on their time sheets.

prepare for an employee's safe return to work

- Provide Disability Management with the physical or other job requirements using the Physical Requirements and Working Conditions (GO-308) or Position Summary (GO-400) forms.
 - Tell an employee they must have a written release from their doctor before Chevron's Fitness for Duty process may begin. There may be additional requirements as part of Chevron's Fitness for Duty return to work requirements, which could include a functional capacity evaluation (FCE).
- An employee should contact Enterprise Health to complete the fitness for duty clearance process. If an employee has work restrictions and needs accommodation, work with your Disability Management advisor, HR business partner and the employee to agree on a plan using the Transitional Return to Work Plan (GO-1910) form. You'll be advised by Enterprise Health when an employee is ready to return to regular full-time work once they're able to work without restrictions.

disability management contacts

If there are any issues or concerns during this process, or you have information about an employee's status that could influence their return to work, you or your employee may contact Chevron Disability Management at 877-230-8564 or send an email to corpdm@chevron.com.