

WHERE CAN I FIND INFORMATION ABOUT RECORDING PAID TIME OFF FOR ILLNESS?

RAIN>Global SAP Knowledge Center>Working Time>US Working Time>Recording Short-Term Paid Absences in SAP

WHEN DO I USE PAID ABSENCE INSTEAD OF CALLING PRUDENTIAL?

Nature of absence	How Recorded
You are an employee based in California , and need to record an absence covered under the Comprehensive Paid Sick Leave Law effective July 1, 2015.	Notify your manager of the absence, and in SAP, use absence code "0230 Absent-Paid"
You have a temporary illness (such as influenza, upper respiratory infection, or other viral illness) and expect to return to work within 5 days.	Notify your manager of the absence, and in SAP, use absence code "0230 Absent-Paid." If the illness extends beyond 5 days, call Prudential.
You have unplanned treatment in the hospital or urgent care, but will return to work within 5 days .	Notify your manager of the absence, and in SAP, use absence code "0230 Absent-Paid." If the illness extends beyond 5 days, call Prudential.

WHERE CAN I FIND INFORMATION ABOUT DISABILITY BENEFITS?

Refer to the Summary Plan Description at EmployeeConnect>Your Benefits>Your Benefits Resources>Health & Welfare Summary Plan Descriptions.

Also refer to the Prudential Telephone Claim Submission Process at EmployeeConnect>Life Events>Medical Leave of Absence.

WHEN DON'T I USE PAID ABSENCE?

Nature of absence	How Recorded
You have a non-occupational injury of any kind that results in time away from work.	Notify your manager of the absence, and call Prudential to report the injury.
You have an occupational injury of any kind.	Company and contract employees (full or part time) are required to report work-related injuries/illnesses to supervision/management prior to the end of the work shift on the day the incident occurs. Form 41-03G is provided as a possible tool for the initial report of injury.
You are pregnant .	Notify your manager of the planned absence, and call Prudential to report the disability several months before delivery.
You are scheduled for surgery or hospitalization .	Notify your manager of the planned absence, and call Prudential to report it two weeks prior to the surgery or hospitalization.
You have an unplanned admission to the hospital and will not return to work within 5 days.	Notify your manager of the absence, and call Prudential, or have someone call for you, as soon after your admission as possible.
You have a chronic condition and your physician disables you from performing part or all of your job.	Notify your manager of the planned absence, and call Prudential to report the disability.

Need more assistance? Refer to www.raquickfind.com "Contacts"