

# absence management quick start guide

for U.S.-payroll supervisors and managers



## about absence management and this guide

**When an employee absence is subject to Chevron's Disability Management process, there are certain processes that must be followed by an employee and their supervisor to report and manage the absence. This helps ensure an employee receives any pay and benefits for which they may be eligible.**

This guide provides an overview of the disability management process, including what it is and how it works, the roles and responsibilities of a supervisor or manager, and how to access online resources for more information through the [Disability Management Process](#) section of the [U.S. Benefits website](#).



## absences that are subject to disability management

**In general, an employee should follow the Chevron Disability Management process for any absence that is related to one or more of the following:**

- An illness or injury that lasts for more than five consecutive scheduled workdays
- Job protection under the Family and Medical Leave Act (FMLA) or a state or local leave law for any length of absence
- Caring for a seriously ill or injured qualifying family member
- The birth, placement or adoption of a child
- Military family leave



## how an employee should report a qualifying absence

Employees should notify their supervisor or manager of any absence, regardless of whether or not it is subject to Chevron's Disability Management process.

For **absences that are subject to the Disability Management process, there are certain steps that an employee is required to complete** to report and certify their absence with Chevron's third-party absence management partner.

You may direct employees to visit the [U.S. Benefits website](#) at [hr2.chevron.com](https://hr2.chevron.com) and then select [How to report an absence](#) for comprehensive instructions about how to report an absence and to learn more about their responsibilities in this process.



## supervisor roles and responsibilities in the absence process

**As a supervisor, you have an important role in helping to ensure the Disability Management process is followed and works as it was intended. Here is an overview of your roles and responsibilities as part of the absence management process.**

1. Be a champion for employee compliance with the Disability Management process. Encourage employees to understand their roles and responsibilities and direct them to Disability Management resources on the [U.S. Benefits website](#) for more details.
2. Review absence reporting and time tracking to ensure time off is coded correctly. You may do this through the online portal for our absence management partner (instructions to access the portal and a video demonstration can be accessed through the [Disability Management Process](#) section of [hr2.chevron.com](#)).
3. Follow all applicable local absence and return-to-work fitness for duty processes. This can include providing information about the physical or other job requirements using the Physical Requirements and Working Conditions form (GO-308). Ensure an employee does not return until you have received an email notice indicating their return clearance from CorpFFD@chevron.com or from your local Chevron clinic.
4. Communicate any absence information that could be relevant to managing an employee's absence or return to work to Chevron's Disability Management team.

In your role as a supervisor, **you will receive notifications during an employee's absence from Chevron's third-party absence management partner.** This includes notifications about which benefits an employee may be eligible to receive as well as when an employee absence has been approved to begin and an anticipated end date.



### your online hub for disability management

Visit [hr2.chevron.com](#) and click [How to report an absence](#) to learn more.



### contact chevron disability management

Dial **1-877-230-8564** by phone or you can email [corpiddm@chevron.com](mailto:corpiddm@chevron.com).



### access U.S. HR policy information

Browse and review **U.S. HR policies** through the [My HR portal](#).

## reporting an on-the-job illness or injury

If an employee becomes sick or injured in the course of their work, the illness or injury should be reported to Chevron's third-party **workers' compensation** partner immediately. [Learn more >](#)