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 Workday, use time off code "Paid Absence (Hours)"
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 Workday, use absence code "Paid Absence (Hours)". If the illness extends beyond 5 days, call the HRSC to get information about opening a claim with 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 Workday, use absence code "Paid Absence (Hours)". If the illness extends beyond 5 days, call the HRSC to get information about opening a claim with Prudential

WHERE CAN I FIND INFORMATION ABOUT DISABILITY BENEFITS?

Refer to the Summary Plan Description in Employee Connect: Your Benefits -> Your Benefits Resources -> Health & Welfare Summary Plan Descriptions

Also refer to the Prudential Telephone Claim Submission Process at Employee Connect -> 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 the HRSC to get information about opening a claim with Prudential
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 the HRSC to get information about opening a claim with Prudential several months before delivery
You are scheduled for **surgery or hospitalization**	Notify your manager of the planned absence, and call the HRSC to get information about opening a claim with Prudential 2 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 the HRSC, or have someone call for you, as soon after admission as possible to get information about opening a claim with Prudential
You have a chronic condition and your physician disables you from performing part or all of your job	Notify your manager of the absence, and call the HRSC to get information about opening a claim with Prudential

Need more assistance? Refer to www.raquickfind.com -> Contacts