

**What is Short-Term Disability?**

The Short-Term Disability (STD) plan benefit provides paid time off for absences caused by a non-occupational illness or injury that require you to be out for longer than 40/42 hours. STD benefits are available for up to 1,000 hours at 100% of pay per calendar year.

**What is the Short-Term Disability Waiting Period?**

This refers to the 40 continuous hours of PTO that is used before accessing benefits under the STD plan. Rotators on a 42-hour work week schedule will have an STD Waiting Period of 42 continuous hours to align with their schedules.

**Can Short-Term Disability be recorded in hourly increments?**

A non-exempt employee may record STD in hourly increments. An exempt employee must record STD in half day or full day increments unless it is an approved Family Medical Leave absence for your own medical condition.

**When is an Employee Health Report (EHR) due?**

An EHR is due after 40/42 hours of absence caused by a non-occupational illness or injury. If you do not submit an EHR within the required timeframe, STD benefits are not payable.

**How do I submit an EHR?**

Your EHR can be submitted to the secure email address [healthservices@conocophillips.com](mailto:healthservices@conocophillips.com) or via fax at 918- 662-6873. A confirmation receipt is not available. You can call HR Connections at 877-812-7547 to confirm receipt. Please allow 24 hours for processing before calling.

**How does the Waiting Period work if I have a chronic or ongoing condition, like migraines or chemotherapy?**

You will only have to meet the waiting period once per calendar year for that condition, and for that year STD can be used for all absences related to that condition, assuming that you have submitted and had an approved EHR.

**If I'm on PTO or off-shift and then become ill, when do I start counting the timeframe to determine when an EHR is due?**

The first day you are not able to report on a scheduled workday, due to your illness, is the first day you begin counting the 40/42 hours to submit an EHR.

**If I'm on a scheduled PTO and become ill, can I record PTO Sick/Family instead of PTO?**

No. Unless you're admitted to an inpatient hospital because of the non-occupational illness or injury, you must complete the scheduled PTO before qualifying for STD.

**Can an EHR be requested more frequently than the 30-day period once the initial EHR has been approved?**

Yes. ConocoPhillips Health Services (COPHS), at their discretion, may request that an EHR is submitted more frequently.

**If I use MDLive (ConocoPhillips' telemedicine provider) for a doctor's visit, will they provide an EHR if necessary?**

When you utilize MDLive, ask the licensed health professional to provide you with documentation to excuse your absence from work. This documentation must include the diagnosis and return-to-work date.

**My physician released me to return to work. What should I do?**

You should notify your supervisor and submit your final EHR to ConocoPhillips Health Services (COPHS) as soon as practical in advance of your return-to-work date. Employees in safety sensitive positions should wait to receive COPHS approval to return to work before reporting for duty. Employees working in an office setting should return to work on the day indicated on the EHR. COPHS will review and approve the release to return to work as soon as administratively possible.

**If I'm concerned that I may not be able to perform my job because my doctor ordered physical restrictions for me and/or my doctor prescribed a prescription drug that could impair my ability to perform my job, what should I do?**

Contact your supervisor as soon as practical and submit an EHR to COPHS. If there are physical restrictions for your work, you should submit an EHR even if you were absent less than 40/42 continuous hours. The restrictions listed on the EHR will be reviewed by COPHS in conjunction with your supervisor to determine if your work restrictions are able to be accommodated. You should not report to work until you receive approval from COPHS.

**If a physician requires me to take time off from work for an elective or cosmetic surgery/procedure, am I covered under STD?**

You may be eligible to receive STD benefits after you have met the STD Waiting Period and your EHR has been approved by COPHS.

**Will ConocoPhillips reimburse me for any costs incurred to obtain a completed EHR from my physician?**

No.

**Can I continue to run my outside business while on STD?**

You must inform your local HR Business Partner (HRBP) before beginning any work while on STD. If you do not receive written permission to perform the work, in advance, from your HRBP, your STD benefits are not payable.

## Questions

If you have questions, contact [HR Connections](#). For immediate assistance, call 877-812-7547.

---

The short-term disability benefit is provided through the ConocoPhillips Disability Plan, which is a component plan of the ConocoPhillips Employee Welfare Benefit Plan (Plan). This information is intended as a general guide only. Benefits and eligibility for coverage are determined under the specific provisions of the official Plan documents, which includes the Summary Plan Description. If there is a discrepancy or conflict between this information and the terms of the official Plan documents, the official plan documents will control. ConocoPhillips reserves the right to amend, change or terminate any of its health and welfare benefit plans, any underlying insurance contracts or any other programs, at any time and without notice, at its sole discretion, according to the terms of the applicable plans, programs or any underlying insurance contracts.