

# Short-Term Disability Leave Process



The short-term disability process is initiated when an employee misses work due to a personal, non-occupational illness or injury for more than 40 hours\* for example:

- Surgery or hospitalization
- Pregnancy (before and/or after the birth of a child)
- Doctor's orders restricting time at work

**Step 1:** The employee must notify his/her supervisor of an absence as soon as possible **but no later than 24 hours** after the first absence.

**Step 2:** The employee should notify [HR Connections](#) of the absence and enter his or her absence in Workday as "PTO Sick/Family."

**Step 3:** An [Employee Health Report \(EHR\)](#) must be submitted to ConocoPhillips Health Services via either email [healthservices@conocophillips.com](mailto:healthservices@conocophillips.com) or fax to at 918 662-6873 no later than 40 hours\* of absence from work.

**Step 4:** If your illness continues, the next EHR is due on the 30<sup>th</sup> day of absence. However, if the previous EHR specifies the date of the next physician's appointment, then you may contact ConocoPhillips Health Services to request an extension that may be granted at their discretion.

Note: EHR submissions must continue throughout an employee's absence.

**Failure to submit timely medical certification or EHR, as required, could result in a delay of absence benefits, including retroactive terminations.**

## Contact HR Connections

877-812-7547

Monday – Friday, 8 a.m. to 5 p.m. CT

\*Please note that those on rotator/42 hour work week schedules will follow the same process as above but with a 42 hour threshold for EHR submission.

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.