WHEN YOU'RE AWAY FROM WORK DUE TO AN ILLNESS, INJURY OR LEAVE OF ABSENCE

HERE'S WHAT YOU NEED TO DO

1

ADVISE YOUR MANAGER OR HR REPRESENTATIVE

how long you anticipate being out of work.

2

REPORT YOUR ABSENCE TO MATRIX

(our absence management administrator)
by the 6th workday of your absence.

If your leave is anticipated, contact Matrix at least 30 days before it's expected to start.

THREE WAYS YOU CAN REACH MATRIX

- Call **myHR Help** at **1-713-496-7600** and choose the **U.S. Leave of Absence** option.
- Go to **matrixabsence.com**, create an eServices account and then submit a leave of absence claim.
- Access the **Matrix eServices Mobile App** using your registered eServices account.

DON'T FORGET

You must contact Matrix to initiate your **Short-Term Disability** (STD), **Paid Family Leave** (Maternity, Parental/Child Bonding, Family/Dependent Care) or **Family Medical Leave Act** (FMLA) claim.

NOTE: An FMLA leave runs concurrently with approved STD and Paid Family Leave, as applicable.

Look for leave policies in the Resource Materials section of **myHR** and information about disability benefits on **HessBenefits.com**.