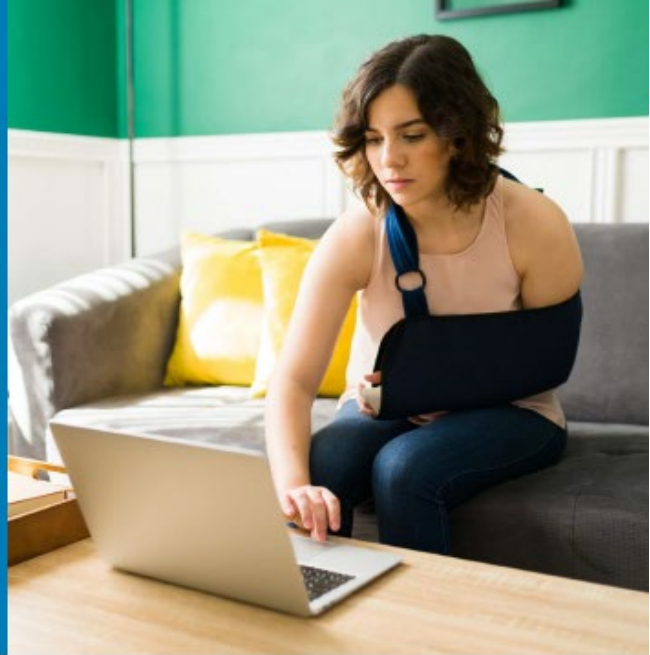


unum | Total Leave

Leave and short term disability available online, anytime



Understanding your options and taking advantage of your **leave** and Short Term Disability benefits just got a whole lot easier. Unum Total Leave provides a simple **online tool** that helps guide you through the process.

It lets you access your benefits, file a leave request or disability claim, and helps you manage it all the way through your return to work. Best of all, it's **always** at your fingertips, 24/7.

Request your leave 30 days before you expect to be on leave, if you can. It's easy to get started:

1. Go to <https://portal.unum.com>.
2. Returning users log in with their user ID and password.
3. First-time users will need to register for a new account.

Secure and easy access to:

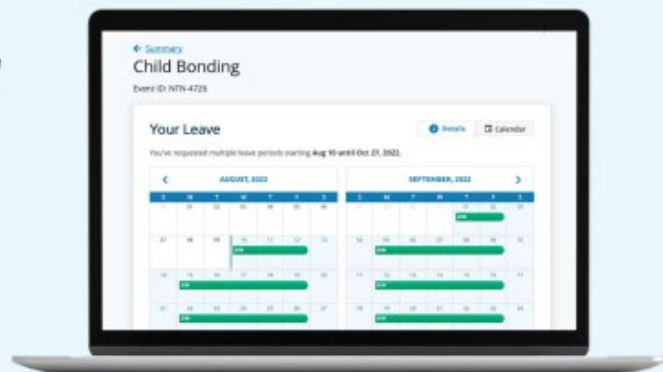
- A **helpful** chat feature to connect with an expert
- **Filing** and managing your requests
- **Uploading** your important documents

Progress at your fingertips

Your benefits are just a click away. Our secure site helps eliminate delays and confusion while you're managing your claim or leave.

Here are just a few main features:

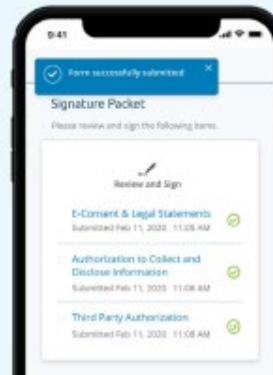
- Review status and view documents.
- Update key dates and information.
- Report intermittent absence time.
- File a Family and Medical Leave Act (FMLA) claim.
- Plan for your return-to-work.



A paperless approach

Submitting and signing documents has never been easier.

You can securely upload any documentation that's required for your leave or Short Term Disability benefits from your desktop or smartphone anytime, anywhere, and easily sign documents using e-signatures.



Reasons for you to request leave

- Your health care provider has determined you are unable to work due to illness, injury or pregnancy.
- You will be out of work due to a planned procedure or surgery.
- You need to care for a family member who has a serious health condition.
- You need to care for a child due to birth, adoption or foster care placement.
- You need to care for your spouse, child or parent who is undergoing medical treatment, is in outpatient status, or is on the temporary disability retired list for an injury incurred while on active duty in the armed forces.
- Your spouse, son, daughter or parent is on covered active duty in the armed forces.
- You need another type of leave covered by state leave laws.



Need help?

Support is built right into the [portal](#).



ACCESS THE PORTAL

- **Live Chat:** connect with a leave expert that can provide fast, and easy on-screen guidance.
- **Schedule a Callback:** select a date/time that works for your schedule, and we'll call you.

If additional assistance is needed, you can call us at 866-868-6737.

Leave specialists are available 8 a.m. to 8 p.m. ET, Monday-Friday.



Better benefits
at work.™

unum.com

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MK-435595-5 FOR EMPLOYERS (6-23)

Workers' Compensation

Let's begin 2024 with the right foot to prevent any accidents!



Did you know that El Rio will cover the time away you need to visit the Occupational Health Office on the day the incident occurred on? All other times you will need to use your own PTO for compensation.

Timing is everything! Please ensure that you report your Worker's Comp incident as soon as possible. Follow 3 easy steps below!

1. Report it to your manager
2. Someone from HR Benefits will reach out to you and provide instructions for you to follow
3. Please call **520-954-5556** for any questions you may have regarding your WC incident

Human Resources Department Contact Directory

HRDepartment@elrio.org - Fax: (520) 623-2367

Area	Office Phone	Cell Phone	Email Address
Payroll, Employment Verifications, PSLF Forms & Provider Scheduling	(520) 309-2443	(520) 771-2200	HRPayroll@elrio.org
Organizational Training, Workforce/Career Development, Leadership Education, New Employee Orientation, Employee Engagement	(520) 309-2538	(520) 309-2538 (Alternate #)	HRTrainingDept@elrio.org
Employee Benefits, Leave of Absences, Retirement & <i>Workers Compensation (WC)</i>	(520) 309-2570	(520) 262-6087 (Alternate #) <i>(WC cell phone # (520) 954-5556)</i>	HRBenefits@elrio.org
Talent Acquisition, Job Requisitions, Job Postings, Interviews & Job Offers	(520) 309-2451	(520) 262-6087	HRRecruiting@elrio.org
Dayforce set up, Dayforce Access, Dayforce Reports, Dayforce Concerns & HR Technology	(520) 309-2465	(520) 262-6087	DayforceHelpDesk@elrio.org
Employee/Labor Relations & Unemployment Claims	(520) 309-2466	(503) 983-5664	HREE-LaborRelations@elrio.org
Human Resources Leadership	(520) 309-2219		HRLeadership@elrio.org