

USA Country FAQs - TIME MANAGEMENT - Absences

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If you don't find the answer to your question, please contact the HR support on [Digital Workplace](#)

- **How do I remove absences from my calendar?**

Answer: If it is already an approved absence, you can ask your manager to delete it. However, employees are not able to delete approved records.

- **What is considered as Short Term Disability/Extended Sick Leave?**

Answer: An absence of more than 5 consecutive working days, resulting from illness or injury, is considered Short Term Disability/Extended Sick Leave. Employees in this situation are required to contact Metlife and the appropriate Human Resource representative. If you need to file a short term disability (STD), claim (employee's own medical leave) a Family Medical Leave (FML), or a Syensqo Cares (maternity or co-parental leave), contact the MetLife Leave of Absence Reporting Line at 1-877-638-8262.. **This applies to all active full-time or eligible part-time salaried and certain hourly non-union employees of Syensqo USA Inc. not covered under a separate agreement. Click here to access Syensqo's [Short Term Disability Policy](#).

- **I will be on a long sick leave, when should I inform the company?**

Answer: An absence of more than 5 consecutive working days, resulting from illness or injury, is considered Short Term Disability/Extended Sick Leave. Employees in this situation are required to contact Metlife and the appropriate Human Resource representative. If you need to file a short term disability (STD), claim (employee's own medical leave) a Family Medical Leave (FML), or a Syensqo Cares (maternity or co-parental leave), contact the MetLife Leave of Absence Reporting Line at 1-877-638-8262.. **This applies to all active full-time or eligible part-time salaried and certain hourly non-union employees of Syensqo USA Inc. not covered under a separate agreement. Click here to access Syensqo's [Short Term Disability Policy](#).

- **What should I do to request Family Leave?**

Answer: You should contact your HR Manager (click here for [HR Representative list](#)) and Metlife. Please contact MetLife Absence Management at 1-877-638-8262. You will be notified of the approval status. To learn more about our Family Leave Policy, please click [here](#).

- **How can I request bereavement leave?**

Answer: Syensqo provides a flexible policy towards the employees who go through this difficult situation. Click on this [page](#) to learn more about our bereavement leave policy.

- **Where do I find the furlough policy?**

Answer: To learn more about Syensqo's procedures towards employees experiencing furlough, please read the company's policy [here](#)

[For all more USA Absence Policies click here.](#)