

## E-DAY FILING FORM

**Instructions:** Please fill out all information in the Employee Information and E-Day Information sections as well as any additional details you would like to communicate to Matrix in filing this new E-Day(s) in the Comments/Remarks section. Email the completed form to: [Edaysatmatrix@matrixcos.com](mailto:Edaysatmatrix@matrixcos.com)

**Reminders:**

- 1) To attend a training seminar, educational course, professional workshop or meeting, you must request time off by submitting a Leave Request Form to your supervisor.
- 2) You must also provide supporting documentation to Matrix that confirms proof of attendance within 14 calendar days of completion of the course or seminar in order to be approved.
- 3) Please submit documentation to Matrix via [Edaysatmatrix@matrixcos.com](mailto:Edaysatmatrix@matrixcos.com) or Matrix Absence Management's mobile app.
- 4) As you are filing for an E-Day(s), all communication from Matrix will be done via email.
- 5) Please be aware you may receive automated phone messages from Matrix Absence Management. These automated messages are intended to provide you with important information and updates regarding your claim. If you receive one of these automated messages, there is no need to call Matrix Absence Management back unless you have questions regarding your claim or the claims administration process.

### EMPLOYEE INFORMATION

EMPLOYEE NAME:			
EEID:		DATE OF BIRTH:	
STREET NUMBER AND NAME:		CITY, STATE, ZIP CODE:	
BEST PHONE NUMBER:		BEST EMAIL ADDRESS:	

### E-DAY INFORMATION

WHAT WAS OR WILL BE YOUR LAST DAY AT WORK?	
DATE(S) YOU WISH TO TAKE AN E-DAY?	
HAVE YOU RETURNED TO WORK? (Y/N)	
* IF YOU HAVE NOT RETURNED TO WORK, PLEASE CONFIRM YOUR ESTIMATED RETURN TO WORK DATE	

### COMMENTS/REMARKS

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