

# Employee Leave Resource

Use this resource to guide you in the leave of absence process. For additional information on disability, parental leave, and state benefits, visit the [Leave Of Absence page](#) on the Pearson US Benefits website.



## Before your leave begins:

- Review the Leave of Absence page for more information on disability, leave entitlements, and state-specific policies.
- Notify your line manager of your anticipated leave – including estimated start and end dates. It is your responsibility to communicate with your line manager through your leave of absence.
- Report your leave to Lincoln Financial by visiting [www.mylincolnportal.com](http://www.mylincolnportal.com) or by calling toll-free at 1-800-213-7327. Initiate your claim thirty (30) days prior to your anticipated leave or as soon as possible if advance notice is not possible. You will be assigned to a Lincoln Case Manager who will determine eligibility, leave/claim determination, and paid leave entitlements (including disability, Parental Leave, and State Benefits)
- Ensure all required documentation is submitted to Lincoln Financial, including the [Claim Intake Authorization Form](#) if you are initiating a disability claim. Note: leaves in a pending status will not be processed for payment until they are approved. To receive timely payments, your leave must be approved by the Tuesday of the week prior to the paycheck date.  
  
Example: Your STD claim or paid leave benefit must be approved by August 8, 2023 (LOA payroll deadline) to be paid on the August 18, 2023, pay date.  
  
Payroll due date: July 25, 2023  
Check Date: August 18, 2023
- Record your Sick hours for the STD elimination period (if applicable) prior to the start of your leave. If you do not have enough Sick hours to cover the elimination period, you must use vacation or personal time. If you have no PTO available, this time will be unpaid.

## Once your leave begins:

- Once your leave /claim has been approved, you will receive a determination notice via email.
- Confirm your leave start date and other actions required by contacting your Lincoln case manager. This ensures your status in Fusion is updated and establishes your disability pay. **Failure to do so will result in a delay in your pay.**

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□	Notify your line manager of any changes to your leave and expected return to work date. It is your responsibility to communicate with your manager throughout your leave to share changes and updates.
□	Having a baby/recent adoption? Remember to add your new dependent to your benefits within 31 days from the birth or adoption, by visiting <a href="#">Mercer Marketplace</a> . Select “Any major changes in your life?” and follow the prompts to add your child to coverage.

### As your leave ends:

□	Obtain a written consent (medical release) from the treating physician prior to returning to work. If you require a return-to-work accommodation/ restriction, be sure this is included in your written notice.
□	If you require a return-to-work accommodation/restriction as per your medical provider, speak with your Lincoln Leave Case Manager (to review from a clinical standpoint), your manager and HR Business Partner who will review your request to see if reasonable accommodations can be made. Requests for accommodations should be made in advance of your return to work, to allow both Lincoln and Pearson to review and consider the request.
□	Notify your line manager of your anticipated leave end date. It is your responsibility to communicate any changes to your line manager and share any updates on your return-to-work plan.
□	Report your Return-to-Work date (RTW) to your case manager. This ensures your Fusion status is updated and establishes your regular pay. <b>Failure to do so will result in a delay to your pay.</b>

### Welcome Back!

□	Connect with your Line Manager for a smooth return-to-work transition.
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### Frequently Used Terms:

- **Elimination Period** - This is the qualifying period before paid STD and is considered part of the STD leave. This period allows review of your leave/claim including eligibility, medical certification, and state benefits.
- **Short-Term Disability (STD)** - is intended to continue providing all or part of your pay if you are unable to perform your job because of a non-work-related injury or illness (including pregnancy or childbirth). STD is administered by Lincoln Financial Group.
- **Parental Leave (Bonding)** – provides up to sixteen (16) weeks of paid time off during a 12-month period to care for a child after birth or placement for adoption or foster care, including birth via surrogate This leave is administered by Lincoln Financial Group.

Questions? Contact Lincoln Financial by visiting <http://www.mylincolnportal.com> or by calling toll-free at 1-800-213-7327

Need more information? Visit [Leave of Absence](#)