

Leave of Absence Guide for Employees

Use this resource to guide you through 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:

<input type="checkbox"/>	<p>Review the Leave of Absence page for information on disability, leave entitlements, and state specific policies.</p>
<input type="checkbox"/>	<p>Notify your line manager of your intent to initiate a leave of absence – including estimated start and end dates. It is your responsibility to communicate with your line manager through your leave of absence.</p>
<input type="checkbox"/>	<p>Report your leave to Lincoln Financial by visiting 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, FML determination, and paid leave entitlements (including Disability, Parental Leave, and State Benefits)</p>
<input type="checkbox"/>	<p>Ensure all required documentation is submitted to Lincoln Financial, including the Claim Intake Authorization Form if you are initiating a disability claim.</p> <p><u>Note:</u> Claims (disability) or Leave (FML, Parental or State Benefits) 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.</p> <p><u>Example:</u> Your STD claim or paid leave benefit must be approved by November 14th, 2023 (LOA Processing Due date) to be paid on the November 24th, 2023, pay date. See the LOA payroll calendar for more information.</p>
<input type="checkbox"/>	<p>Submit your PTO for the one-week Short-term Disability Elimination Period on the Leave of Absence Pay Request form. This form must be completed 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.</p>
<input type="checkbox"/>	<p>Once your Disability claim and FML leave have been approved, you will receive a determination notice via email from Lincoln Financial.</p>
<input type="checkbox"/>	<p>Confirm your 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.</p>
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>Having a baby, adoption or recent addition to your family? Remember to add your new dependent to your benefits within 31 days from the birth or adoption, by visiting Mercer Marketplace. Select “Any major changes in your life?” and follow the prompts to add your child to coverage.</p>

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As your leave ends:

□	Ensure you have confirmed your return-to-work (RTW) date with your Leave Case Manager. It is your responsibility to communicate with your Lincoln Leave Case Manager.
□	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 an accommodation should be made in advance of your return to work, to allow both Lincoln and Pearson time 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.
□	Create a ticket via myHelp to report your Return-to-Work date (RTW). This ensures your Fusion status is updated and establishes your regular pay. Failure to do so will result in a delay of your pay.
Welcome Back!	
□	Connect with your Line Manager for a smooth return-to-work transition.

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 disability claim and FML including eligibility, medical certification, and state benefits.
- **Family Medical Leave (FML)** – is an unpaid leave that allows up to 12 weeks during a 12-month period.
- **Short-Term Disability (STD or Disability)** - provides 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).
- **State Paid Leave (Paid Family Leave or PFL)** – If you live in a state that offers paid family leave, it is managed and paid for by the State except for paid family leave under:
 - o Massachusetts Paid Family Leave (MAPFL) – This paid leave is managed by Lincoln Financial. You will be paid by both MAPFL and Pearson. Your Pearson pay will be offset by the amount paid by the state.
- **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.

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