

Leave of Absence Guide for Managers

Use this resource to guide you in supporting your employee with a leave of absence. For additional information on disability, employee leave (parental or Family Medical Leave), and/or state benefits, visit the [Leave of Absence](#) page on the Pearson US benefits site.

Before an employee leave begins:

- Your direct report should notify you of their anticipated leave (including start and estimated end date). It is the employee's responsibility to communicate any changes to you. If possible, plan how the employee will communicate with you while on leave (your work email, their personal email, text, etc.) and agree on a frequency of communication.
- Encourage the employee to review the [Leave Of Absence](#) page on the Pearson US benefits website and review the [Leave of Absence Guide for Employees](#). Refer any questions they have to Pearson's leave administrator, Lincoln Financial by visiting <http://www.mylincolnportal.com> or by calling toll-free at 1-800-213-7327.
- Once an employee engages with a Lincoln Leave Case Manager, you will receive a series of status communications via email depending on the type of claim (claim = Pearson-provided disability, state disability, Parental Leave, MA/NJ/NY Paid Family Leave) or leave (leave = Family Medical Leave (FML), state-paid family leave other than MA/NJ/NY) your employee initiates.
- **Acknowledgement(s):** The acknowledgement is the first in a series of communications you will receive from Lincoln. You will receive FML Leave acknowledgement(s) via email when your employee initiates a disability claim or leave. FML Leave acknowledgements are sent for Intermittent FML and for Short-Term Disability (STD) claim/Parental Leave/state-paid leave because they run concurrent with FML.
- Connect with your employee to discuss acknowledgement(s) emails received.
- Develop a work transition plan with your employee.
- If you or your employee have any questions related to eligibility, and /or paid leave entitlement(s), contact their Lincoln Leave Case Manager. The Lincoln case manager's contact details can be found on the email correspondence sent you.

Once an employee leave begins:

- Remind your employee that they are responsible for submitting their Paid Time Off (PTO) hours for the one-week STD Elimination Period: (1) submit PTO hours in Fusion for accurate recordkeeping and (2) on the [Leave of Absence Pay Request form](#). Note: If your employee does not have enough Sick hours to cover the elimination period, they must use vacation or personal time. If they do not have any PTO available, this time will be unpaid. Do not complete this form on your employee's behalf.
- **Approval(s):** You will receive FML Leave (Continuous/Intermittent) & STD Approval(s) via email. This will be sent when Lincoln approves the leave (FML job-protected), or your employee has notified Lincoln of their last day worked for their STD claim/Parental leave. **Important:** Your employee must be in an active at-work status to utilize their PTO benefits. The use of paid time does not extend disability, FMLA or company-provided leave.

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As an employee's leave ends:

<input type="checkbox"/>	Your employee is responsible for notifying you of their anticipated leave end date, or of any changes. Employees are also required to create a ticket via myHelp to report their Return-to-Work date (RTW).
<input type="checkbox"/>	Closure: You may receive a series of different closure emails from Lincoln Financial depending on the type of leave/claim your employee initiates. Since FML leave entitlement runs out typically at 12 weeks, managers will receive a notification when the leave reaches maximum entitlement. The disability or Parental Leave claim may still be active, as they allow up to 26 weeks and 16 weeks, respectively. This means that even if the FML leave is exhausted, employees can still be approved to remain on leave beyond that point if approved for other paid leaves.
<input type="checkbox"/>	Connect with your employee to acknowledge you have received their FML close notice from their Lincoln Leave Case Manager.

Welcome your employee back!

<input type="checkbox"/>	If your employee requires a return-to-work accommodation/restriction as per their medical provider, connect with your HR Business Partner to see if a reasonable accommodation can be made. Requests for accommodation should be made in advance, to allow both Lincoln and Pearson time to review.
<input type="checkbox"/>	Review the employee's record in Fusion to ensure it has been updated to active status. If the employee's status is not displayed as Active, have the employee raise a ticket via myHelp to report <u>their</u> return-to-work date.

Questions About Your Employee's Leave:

You may receive additional notices from your employee's Lincoln Leave Case Manager regarding denials, extensions, and entitlement exhaustions, depending on the type of leave request and length of time. If you have questions about these notices or the status of the employee's leave, please contact Lincoln Financial Contact by calling toll-free at 1-800-213-7327 and reference your employee's name or Lincoln claim ID number (located on the notices sent to you from Lincoln).

Frequently Used Terms:

- **Elimination Period** - This is the qualifying period before paid STD begins and is considered part of the STD leave. This period allows review of the 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 the employee's pay if the employee is unable to perform their job because of a non-work-related injury or illness (including pregnancy or childbirth).
- **State Paid Leave (Paid Family Leave or PFL)** – If employees live in a state that offers Paid Family Leave it is managed and paid for by the State except for Paid Family Leave under:
 - Massachusetts Paid Family Leave (MAPFL) – This paid leave is managed by Lincoln Financial. Employees will be paid by both MAPFL and Pearson. 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.

Need more information? Visit the [Leave of Absence](#) page on the Pearson US benefits website.