

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:

□	Review the Leave of Absence page for information on disability, leave entitlements, and state specific policies.
□	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.
□	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, Family Medical Leave (FML) determination, and paid leave entitlements (including Disability, Parental Leave, and State Benefits).
□	<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>Note: 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>Example: Your Short-Term Disability (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>
□	<p>Submit your Paid Time Off (PTO) 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 (LOA Pay Request Form).</p> <p>Important: You must complete your Fusion request and LOA Pay Request Form 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. Failure to do so will result in a delay in your pay.</p>
□	<p>Once your Disability claim and FML leave have been approved, you will receive a determination notice via email from Lincoln Financial.</p> <p>Important: You must be in an active at-work status to utilize your PTO benefits. The use of paid time does not extend disability, FMLA, or any company-provided leave.</p>
□	<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>
□	<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>

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- 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.

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 begins 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:
 - 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.

Questions? Contact Lincoln Financial by visiting <http://www.mylincolnportal.com> or by calling toll-free at 1-800-213-7327. Need more information? Visit the [Leave of Absence](#) on the Pearson US benefits website.