



U.S. Military Leave





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Thank you for your service! When you're called to duty, your focus should be on the job at hand, not thinking about money or employee benefits. Here's what you need to know about your Workday pay and benefits while you're serving our country.

We've got you covered

From annual training to long-term deployment and everything in between, **Military Time Off (MTO)** and **Military Leave of Absence (MLOA)** apply to all armed forces, reserve, or National Guard service.

For the first four consecutive weeks you're away, you'll use MTO. Your regular Workday pay, benefits, and payroll deductions stay the same during MTO, just as if you were still at work.

For longer service, an MLOA begins the fifth week. During your MLOA, Workday will top up your military pay for up to five years. That means Workday pays you the difference between your Workday base salary and your military basic pay, protecting your financial security while you're serving. Your Workday benefits are also available to you and your dependents for up to five years.

MTO and MLOA are available to all U.S. Workmates in active duty or reserve military service. Contractors are not eligible.

With Workday, you're never AWOL

MTO is available every time you're called to serve, including for training. There's no annual limit or accrual and no need to use your PTO or FTO.

Benefits During MLOA

Let's face it, it's tough not to see your loved ones while you're away. At least you can rest assured that most of your Workday benefits are available to you—and your family, if you've elected to cover them—during your military service.

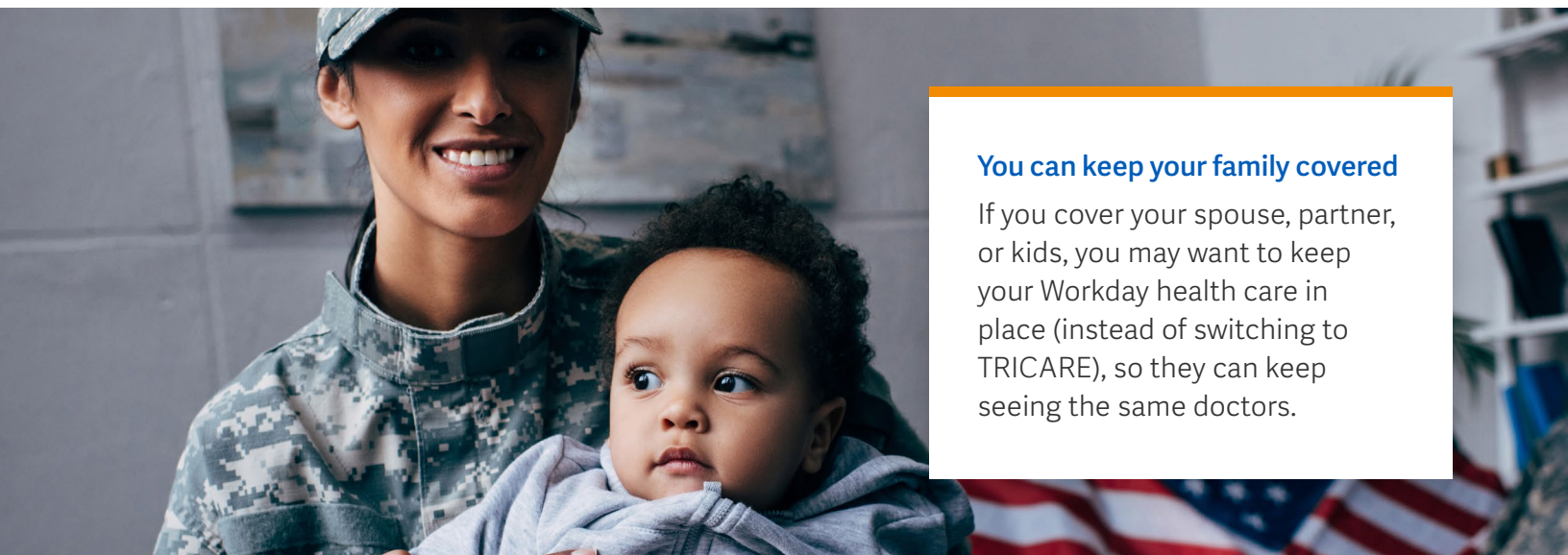
As long as you're getting top-up pay from Workday, your share of your benefits cost will be deducted from your pay, just as it is now.

These benefits continue as normal, with your usual paycheck deductions. You can make changes for up to 60 calendar days from the start of your MLOA, using the event type listed in Workday as **Qualifying Life Event – Midyear Changes**.

- Medical, dental, and vision coverage
- Flexible Spending Accounts
- Mind Matters (powered by Lyra) Employee Assistance Program
- Workmate-paid supplemental life and AD&D insurance
- Dependent life and AD&D insurance
- Critical illness, hospital, accident, and long-term care insurance
- Legal insurance
- Pet insurance

Here's what happens with other benefits:

- Company-paid life, AD&D, and long-term disability insurance: Coverage continues for 12 months but excludes claims due to war.
- Health Savings Account: Your paycheck contributions—and the company's—continue as normal. You can change your contributions anytime in Workday.
- 401(k): Your paycheck contributions—and the company's—continue as normal. You can change your contributions anytime through Fidelity. (Any loan repayment continues, as long as your top-up pay is enough to cover the payments.)
- Employee Stock Purchase Plan (ESPP): Participation continues, with your usual paycheck deductions. You can reduce or stop your contributions anytime.
- PTO for hourly Workmates: Accrual continues during MTO and MLOA.

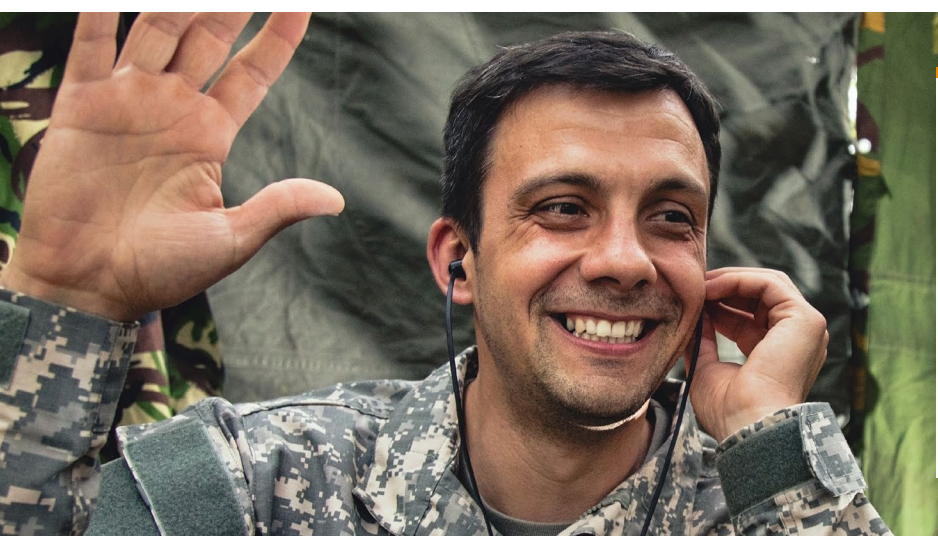


You can keep your family covered

If you cover your spouse, partner, or kids, you may want to keep your Workday health care in place (instead of switching to TRICARE), so they can keep seeing the same doctors.

Your MTO/MLOA Checklist

What to Do	When to Do It	Things to Keep in Mind
<input type="checkbox"/> Let your People Leader know.	As soon as you know you'll be out	Even if you don't have exact start and end dates, give it your best guess. Discuss how to hand off your ongoing work.
<input type="checkbox"/> Plan your leave on your Veer Timeline, and share it with your People Leader.	As soon as you know you'll be out	Your People Leader can see updates to your leave plan in real time if you go to your Profile & Settings in Veer , scroll to Manager Support , and select Activate Manager Support .
<input type="checkbox"/> Request MTO in Workday.	As soon as you receive your orders	Even if you're certain you'll be away for longer than four weeks, you'll still request MTO for the first four weeks.
<input type="checkbox"/> Visit Lincoln Financial to request MLOA.	When you know you'll be out more than four consecutive weeks	Don't wait until the end of your four-week MTO to call Lincoln Financial.
<input type="checkbox"/> Provide Lincoln Financial with your first Leave and Earnings Statement (LES).	As soon as you receive your first LES	The LES is how Lincoln Financial calculates your top-up pay. If you're starting MLOA and haven't received an LES yet, contact Lincoln Financial and provide them with your rank and years of service.
<input type="checkbox"/> Update your benefits in Workday as necessary.	Up to 60 calendar days from the start of your MLOA Anytime for HSA, 401(k), or ESPP contributions	You can continue to cover your family on your Workday benefits during your MLOA. If you need to make any changes, you may do so.
<input type="checkbox"/> Contact Lincoln Financial and your People Leader to confirm your return-to-work date.	Only if you've been away for more than four consecutive weeks and your MTO has expired As soon as you know when you'll be back	Welcome back!



We'll be counting the days ...

... until we get to see you again. Remember, MTO covers up to four consecutive weeks, not working days (that means non-working days are included). Just enter MTO for the scheduled work days you'll miss during that period.



Resources

Questions about your MLOA?

Call Lincoln Financial at 844-829-5566, or visit mylincolnportal.com.

Need help changing your benefits?

[We've got you.](#)

Want to learn more about your Workday benefits?

[Check out our website.](#)

Have a POA for your LOA?

When you're away for a while, your power of attorney (POA)—a spouse, family member, or anyone you trust—has the ability to act for you. Tell Lincoln Financial and Workday if you have a POA, so they can help manage your leave, pay, and benefits for you. Pro tip: Most military bases have a team to help you designate a POA.