

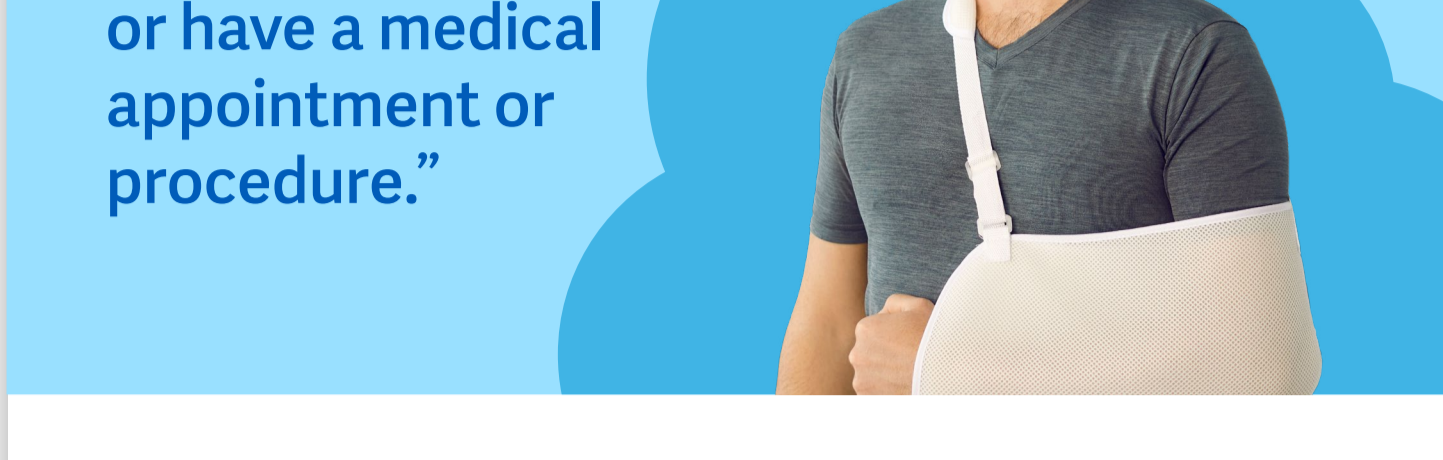
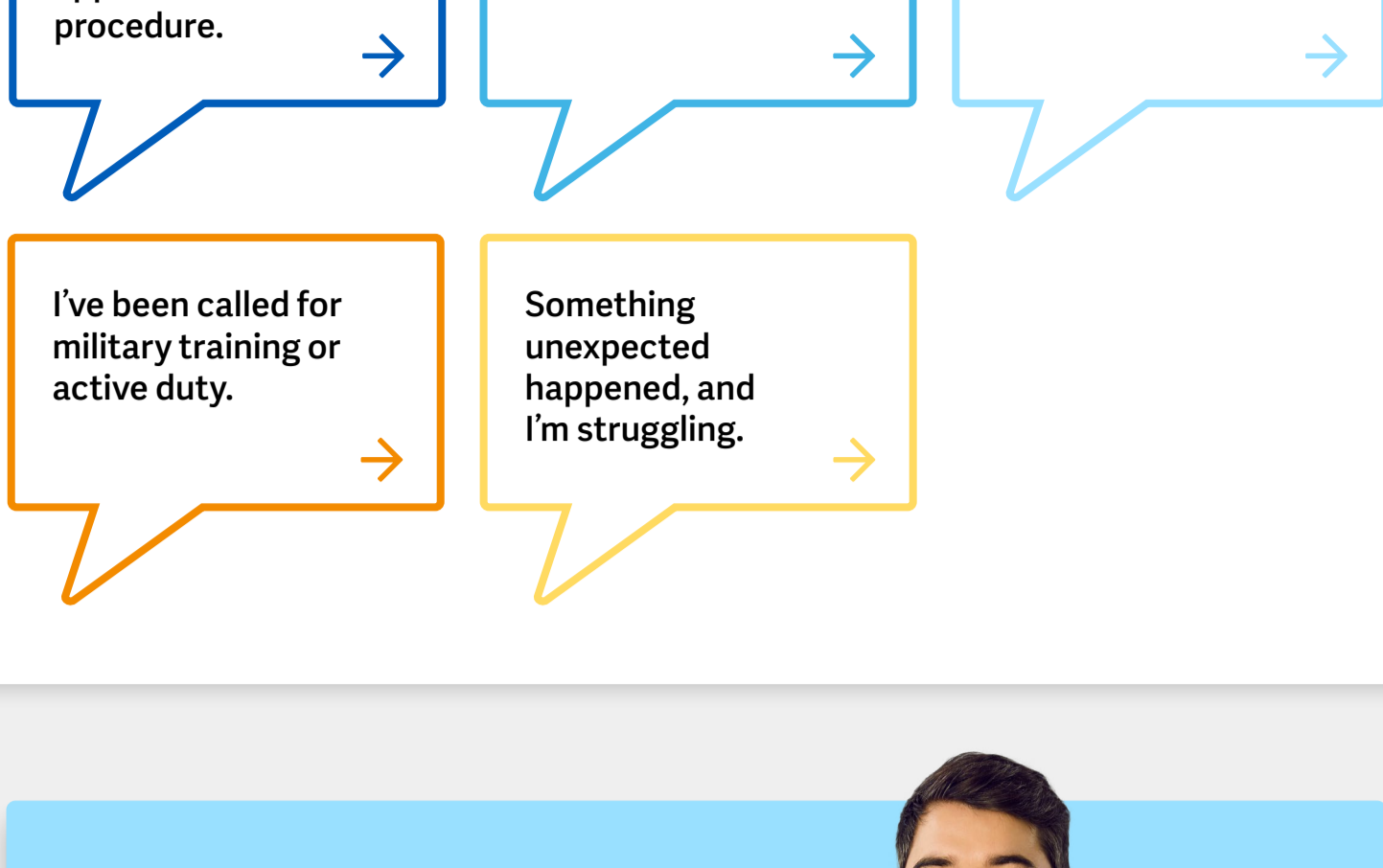


# When You've Gotta Go

Life happens. And sometimes, it means you need to step away from work for a little while. No worries, Workmate! A variety of leave-of-absence options are available to you, so you can focus on what matters most—when it matters most.

Click on the boxes below to figure out what type of leave is best for your situation. Once you do, plan your leave on [Veer](#), a helpful tool to keep you organized before, during, and after your leave. You can also contact our dedicated Workday leave specialist by submitting a [People Guide Request](#). To officially start the leave process, contact Lincoln Financial, our leave administrator, via their [website](#) (click on Register Now, and enter the Company Code: Workday), or call 844-829-5566.

**What Workmates are saying about Veer:**  
*I appreciate Workday's benefits—also the Veer tool. I explored that last night, and it truly made it easy to understand the various leaves and how to loop in your People Leader. A huge shout-out for the tools and resources Workday offers to make it a seamless process for Workmates.*



## "I'm sick, injured, or have a medical appointment or procedure."

START HERE

Need more than seven consecutive calendar days or five consecutive business days?

YES

I'M NOT SURE

NO

File for [health leave](#) (continuous time OOO) through Lincoln Financial

Use [Paid Sick Time \(PST\)](#)

- Paid up to 52 weeks
- Your doctor must certify
- If you miss work for **five or more consecutive business days** or **seven consecutive calendar days** for your own health reasons, you must make a health leave claim

- Ran out of PST or know you'll repeatedly need a few days (e.g., caring for chronic health conditions)? Use intermittent leave.
- Contact Lincoln Financial for intermittent leave



## "I need to take care of a family member."

START HERE

New child?

YES

NO, an existing child or another member of my family

See [I'm going to be a parent](#)

Need more than seven consecutive calendar days or five consecutive business days?

File for [caregiver leave](#) through Lincoln Financial

Use [Paid Sick Time \(PST\)](#)

- Paid up to 12 weeks
- Family member's attending physician must certify
- A family member means a child, stepchild, domestic partner's child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, registered domestic partner, or designated person

- Ran out of PST or know you'll repeatedly need a few days (e.g., caring for chronic health conditions)? Use intermittent leave.
- Contact Lincoln Financial for intermittent leave



## "I'm going to be a parent!"

START HERE

Are you the birth parent?

YES

NO

Use [pregnancy leave \(pre- and post-delivery\) and bonding time](#)

Use [bonding time](#)

- File for pregnancy leave through Lincoln Financial
- Paid up to 12 weeks of leave, which may be extended if medically necessary

- Start bonding time with Lincoln Financial
- Paid up to 12 weeks
- Allocate time as you want
- Use within one year of child's birth or adoption



## "I've been called for military training or active duty."

START HERE

Are you going to be away for four weeks (20 consecutive business days) or less?

YES

NO

Log [Military Time Off \(MTO\)](#) in Workday to receive 100% of your base pay

File for [Military Leave of Absence \(MLOA\)](#) with Lincoln Financial; it will start on the fifth week of your absence

- Log your MTO in Workday to receive regular base pay
- If you think your time will be more than four weeks, follow MLOA process

- The first four weeks will be covered as MTO
- At the fifth week, military leave through Lincoln Financial starts, and you're paid your regular base pay minus your military basic pay, for up to five years



## "Something unexpected happened, and I'm struggling."

Use [compassionate leave](#)

- Up to 10 fully paid days per event
- Take compassionate leave to help in a range of life events, including a home emergency, a natural disaster, the death of a loved one (expected or unexpected), domestic abuse, emergency caregiving, and more
- Refer to [Workspace](#) for additional details

## Other Circumstances for Time Off

It's important to take time away when you need it. But what about when your community needs you? We thought of that, too, and have more details about [Flexible Time Off on Workspace](#). Just make sure to enter your time in Workday.

**School activity leave**  
 Field trips. School plays. The JV football game. You get up to eight hours a month to attend K-12 school activities.

**Jury duty**  
 You're guilty!...of getting paid while you serve as a juror.

**Voting**  
 You get paid for the full time you spend at the polls during your workday, plus the time it takes you to travel to and from your polling place. Don't forget your sticker!

**Volunteer**  
 Giving back to your community? Get paid while doing it, up to three days a year through the [Bright Days Off](#) program.



## Questions About Your Situation?

That's not a surprise. There are at least a million reasons that a leave might be right for you. When you're ready to start, plan your leave on [Veer](#). If you want, you can share your Timeline with your People Leader. **At least 30 days before your leave starts, contact Lincoln Financial** at 844-829-5566. If you don't have 30 days because the unexpected has happened, contact Lincoln Financial as soon as possible.

