



Leave of Absence Playbook

Workmates Outside California





Get outta here!

As fun as Workday is, some things are more important. Like your family. And your health. Leaves of absence empower you to focus on what matters most.

Think of this playbook as our blessing to take the time you need. Inside, you'll find instructions for what you need to do before, during, and when you return from your leave. We'll walk you through specific steps that apply to the type of leave you're planning to take.

Take care of yourself, Workmate! We'll miss you while you're out. See you when you get back.

Is it urgent?

Sounds like reading this document would take more time than you have. **Call [Lincoln Financial](#) immediately at 844-829-5566 to chat with a leave specialist.** They'll help you sort things out.

The leave you need

Not sure what kind of leave you might be eligible for? That's OK. There are lots of reasons you might need time away from work. And we have a [quick guide](#) to help you figure out what fits your situation.

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AttenSHUN!

Military leave isn't covered in this playbook. Your orders, if you're called to duty: Read the [military time off playbook](#).

Roles and Responsibilities

Here's who does what, when you take a leave of absence (LOA).

You:



- Determine your LOA start date.
- Estimate your LOA end date.
- Start a Timeline for your leave in [Veer](#), and, if you want to, activate notifications for your People Leader.
- If possible, share your leave plans with your People Leader, and discuss how to cover critical work tasks in your absence.
- **Contact Lincoln Financial to initiate your LOA, and keep them updated if your leave dates change.**
- Work with your doctor to provide Lincoln Financial the information needed to certify your leave.
- Send required documents to Lincoln Financial, and respond to requests for additional information.

Your People Leader:



- Plan the team's work to accommodate your LOA.
- Keep the details of your LOA confidential unless you give permission for the team to know about it.
- Support you as you transition into and out of work.

Your doctor:



- Provide certification to Lincoln Financial for the start date and end date of your health, pregnancy, or caregiver leave.

[Roles and Responsibilities continued »](#)



Lincoln Financial:



- Notify Workday that you're going on leave.
- Manage the details and documentation.
- Track the LOA dates.
- Provide information packet with legal rights, protections, and notices.
- Get started with [Lincoln Financial](#).

Veer:



- Send you helpful reminders for each step of your leave.
- Get started with [Veer](#).

What Workmates are saying about Veer:

"I appreciate Workday's benefits, but 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."

New kid?

If you're a parent, be sure to read the section in this playbook on [bonding time](#). Given the different needs of birth parents and non-birth parents and the variety of ways to build a family, the steps you need to follow depend on your situation.



Before Your Leave

When you decide to take a leave, you have a few things to get in order. We know that unexpected illnesses and emergencies happen, but, when possible, **please give us a heads-up 30 days before the date you plan to begin your leave.**

The steps you'll take will vary, depending on the type of leave you're taking. Here are some general guidelines.

Let your People Leader know

You'll be missed while you're away, which is why your People Leader needs as much notice as possible to cover your work during your absence. Your People Leader does not need to approve your leave, but when you initiate your leave with Lincoln Financial, they'll notify your People Leader of your LOA dates, so it's best to tell your People Leader first. You don't need to share any medical details for yourself or your family, but please do have a conversation with them as soon as you can, and be sure to discuss:

- When you expect to start and end your leave
- The work you'll need coverage for

Do your homework

If you're *considering* a leave, or if you're not sure which kind of leave applies to your situation, read this [step-by-step guide](#) to help you decide. Then use [Veer](#) to get a timeline and a checklist for each type of leave. **To officially file a leave, get in touch with [Lincoln Financial](#).**

If you *know* you're going on leave, let's get down to business.

[Before Your Leave continued »](#)

Do I need to tell my fellow Workmates?

It isn't required, but you know how your Workmates are. If you're about to have a child, everyone will want to see pictures. If you're facing a tough challenge, your Workmates will want to offer their support. To the extent you're comfortable doing so, let them know how they can help, but don't feel obliged to share the details.



Let us know

First things first: Tell us you need to take a leave!

Getting in touch with Lincoln Financial is a *must*.

Call Lincoln Financial at 844-829-5566 or visit the Lincoln Financial [website](#). They'll help you arrange the dates for your leave.

When you call Lincoln Financial, you'll speak with an intake representative who will document some basic information about you and your leave.

Lincoln Financial will process this information and assign your case to a leave specialist who will be your point of contact during the entirety of your leave.

Note: You'll need to register when processing a leave on the [Lincoln Financial website](#) for the first time. Enter the company code **WORKDAY** when prompted.

To leave or not to leave?

That's not the question. What you should really ask? Whether a different time-off program is right for you. Planning a vacation (or staycation), going to vote, school activities time, and volunteering are all perfectly valid reasons to step away from work. But none of them are reasons to take a leave of absence.

Explore [time-off programs](#) at Workday.



During Your Leave

Focus on what's important. Even though you'll still have access to your Workday email and other applications, it's expected that you completely disconnect from work while on leave.

Your money

During your leave, under most circumstances, you'll receive payments from Workday.

Depending where you live, state benefit programs may also be available. See [page 28](#) for a listing of those states.

Your payments while on leave are taxed. The way taxes work depends on the type of leave you're taking and the state in which you live. See [page 28](#) for details.

Your benefits

Your Workday benefits continue during your leave. Your payroll deductions for most benefits, including your health insurance plans, voluntary benefit elections, HSA, FSA, 401(k), and ESPP, will continue.

Your job protection

All eligible Workmates are covered by the Family and Medical Leave Act (FMLA), a federal law. For questions about FMLA, check with your Lincoln Financial leave specialist, or review Workday's FMLA policy.

You may be eligible for other protections through state or local programs. Workday follows all those rules, too, and Lincoln Financial will tell you which programs apply to you.



Returning From Leave

Coming back to work is a little more complicated than just showing up at your desk (or on Zoom) again. But don't worry! We're glad to have you back. And we'll make the transition as easy as possible.

Let Lincoln Financial know

Tell Lincoln Financial that you're ready to return to work! **Contact Lincoln Financial** at 844-829-5566 or [via their website](#) at least one week before you plan to return. Then, on the day you return to work, contact Lincoln Financial again to confirm you've returned to work, because sometimes life happens and plans change.

Let your People Leader know

It's time to get you back into the fold. Contact your People Leader at least a week before your return date so they can plan ahead.

Be kind to yourself

When you go on leave, your whole routine changes. Returning to work will take some adjustments, and it's totally natural to be anxious. We have your back.

Here are a few things to remember:

- **Workmates want to help.** Discuss strategies with your People Leader to help you get caught up. Ask your colleagues what you missed while you were gone. We're all in this together.
- **Use your support benefits;** this is what they're for! Contact [Mind Matters \(powered by Lyra\)](#) for free, confidential sessions to talk about anything that's on your mind. If you've just welcomed a new child, [Maven](#) can help with your return to work too (and even help you ship breast milk in case you need to travel for work). You can also use [backup care](#) when your regular child care arrangements fall through.
- **Breathe.** Getting reacclimated will take some time—and everyone understands.



Pregnancy Leave

You're about to be a parent! Workday offers several resources for you during your pregnancy, including paid leave. And, since the last few weeks of pregnancy can be tough, Workday provides pre-delivery pregnancy leave too. Take the time you need to be healthy and well-rested for your new baby. Just ask your doctor to confirm your expected due date.

You're eligible to take paid pregnancy leave if you work 20 hours or more per week. And guess what? Workday gives you another 12 weeks of bonding time after you're medically cleared to return to work, just to spend even more time with your little one. Read more about that on [page 15](#).

[Pregnancy Leave continued »](#)

How's your Latin?

Lincoln Financial refers to the period before the baby arrives as prepartum. But you don't need to be a scholar of ancient languages—you can still take four weeks of leave before your due date or longer than that if your doctor certifies that the extra time is needed.

Recovery is taking longer than expected?

If you aren't medically cleared to return to work after 12 weeks of pregnancy leave, talk with your Lincoln Financial leave specialist. See the [health leave](#) section for details.

Also, don't forget to take your 12 weeks of **bonding time!** More information is just [five pages away](#).



What you need to know

You can start your pregnancy leave four weeks before your due date—or earlier, if your doctor certifies that it's time. You can also choose to start your pregnancy leave later than that and add the time to your post-delivery period.

The most important thing here is to listen to your body. Four weeks before and eight weeks after your due date is a standard way to split up pregnancy leave. But not all pregnancies are standard! Work with Lincoln Financial and your doctor if your situation is different.

When due dates change

We know life happens and sometimes plans change. If your actual delivery date changes, it's all right. You are covered.

If I deliver my baby *after* my due date, how will that affect my leave eligibility?

Even if you need more than a full four weeks before delivery—i.e., you deliver later than expected—your pre-delivery leave will be extended, and you are still eligible for at least eight weeks, or as much post-delivery pregnancy leave as certified by your doctor. You will not lose any pregnancy leave eligibility because you delivered after your expected due date.

If I deliver my baby *before* my due date, how will that affect my leave eligibility?

Your pregnancy leave won't be extended if you deliver your baby earlier than expected. Pregnancy leave ends once your doctor certifies that you're medically cleared to come back to work or at the end of 12 weeks of pregnancy leave, whichever is later. At that point, you can start your bonding time.

Your pay

Your payments while on pregnancy leave come from Workday. You'll receive 100% of your regular base pay for 12 weeks. Benefit payments are taxable.

Depending where you live, state benefit programs may also be available. See [page 28](#) for a listing of those states.

Note that any payments you receive may be reduced by the amount of any payments you receive from other sources. For instance, if you receive Workers' Compensation, state-paid benefits, or Social Security disability pay while you're on leave, your weekly maximum payments from the Salary Continuation program will be reduced by that amount.

[Pregnancy Leave continued »](#)



Give Maven a try

Being a parent is hard work! And you're probably feeling both excited and nervous. Trust us, parenting is easier if you let Maven help you.

[Maven](#) is an amazing pregnancy and parenting support tool available to Workmates. It offers 24/7 access to women's health experts, a dedicated care team for high-risk pregnancies, and resources for both parents. And the help doesn't stop when you give birth! Maven also covers the nuts and bolts of new parenthood—lactation, sleep deprivation, postpartum depression, child care planning, and more. There's even a career coach available to guide you as you plan your return to work and milk shipping in case you start traveling for work.

Get started by downloading the Maven [app](#).

[Pregnancy Leave continued »](#)



Pregnancy leave checklist

What to Do	When to Do It	Why?
<input type="checkbox"/> Visit Veer .	As soon as you start planning your pregnancy leave and your bonding time	The online tool provides a customized Timeline and Journey, plus recommendations for benefit programs and resources to help you, to guide you through required actions and recommended tasks.
<input type="checkbox"/> Formally start and end your leave claim with Lincoln Financial: Call 844-829-5566 or visit their website .	At least 30 days before you plan to start your leave (or as soon as you can) Whenever anything changes At least seven days before you plan to return from leave If your delivery will be induced on a scheduled day, submit the doctor's certification in advance, with the delivery date noted.	Lincoln Financial sets up your leave, works with your doctor, handles all the details, and makes sure nothing slips through the cracks.
<input type="checkbox"/> Tell your People Leader.	At least 30 days before you plan to start your leave	You'll need to work with your People Leader to plan for your absence.
<input type="checkbox"/> Decide whether you want to enroll your new child in your health benefits or change your beneficiaries.	Within 30 calendar days after the birth of your child	Cover your kiddo on your Workday medical plan. While you're at it, check to make sure that your medical plan choice is still the best fit for your family.
<input type="checkbox"/> Read the bonding time section on page 15 of this playbook.	Right now!	You don't want to miss out on 12 weeks of pay, do you?
<input type="checkbox"/> Set out-of-office messages in Outlook and Slack. Cancel or decline recurring meetings. Are you a People Leader going on leave? Set up a delegate in Workday to approve tasks.	Before you start your leave	Ensure that stuff gets done without you.
<input type="checkbox"/> Inform your People Leader of any support you need to make your return to work easier.	As soon as you know what you need	Make a plan that will meet your needs.

See a timeline for your leave on the [next page](#).

Pregnancy Leave

Salary Continuation Program



START WITH **VEER**

- Create a Timeline for your leave, including your due date and when you'd like to start your leave.
- If you want to, loop in your People Leader by switching on the **Activate Manager Support** setting.
- Ready to go? [Go to Veer now](#).

veer

NOTIFY **LINCOLN FINANCIAL** ASAP

- At least 30 days before your leave starts
- A leave specialist will reach out to you; contact them if anything changes.
- Provide medical documentation as needed.



LEAVE BEGINS

BIRTH

Your benefits on leave

Don't sweat it, Workmate. You'll still keep all your benefits. Paycheck deductions for all your goodies, including insurance and voluntary benefits elections, HSA, FSA, 401(k), and ESPP, will continue.

BONDING TIME CAN BEGIN

BEFORE YOUR LEAVE STARTS

WEEKS 1–4

WEEKS 5–12

WEEKS 13–24

Your benefits

Your Workday benefits provide income while you're on pregnancy leave. In most cases your job is protected. Lincoln Financial will help explain what you qualify for.*

- Four weeks to use before the birth of your child and eight weeks postpartum (or longer if medically necessary)
- Your pay on leave:
 - First 12 weeks: 100% of weekly base pay
 - If you aren't medically cleared to return to work after 12 weeks of pregnancy leave, work with your Lincoln Financial leave specialist to request an extension. Also see the [health leave](#) section.
 - Benefit payments are taxed. See tax implications on [page 28](#).
- An additional 12 weeks of bonding time to be used within one year of delivery

* Workday complies with all federal, state, and local requirements regarding your job protection while you're on pregnancy leave. Even if you don't qualify for job protection under the Family and Medical Leave Act (FMLA) or any applicable laws in your state of residence, you can still take a pregnancy leave, subject to approval under the program terms.



Bonding Time

Congratulations, Workmate! Adding a child to your family is a big deal. We think you should get to know each other better. Workday gives you 12 weeks to play peekaboo with your new kid—and you get paid while you do it. You can take your 12 weeks all at once or in smaller chunks within one year of the birth or adoption of your child.

All Workmates are eligible for bonding time.

- **If you're pregnant:** Once you are medically able to return to work, pregnancy leave ends, and you can start your bonding time.
- **If you're not pregnant:** You can start bonding time on the expected due date or adoption date of your child.

[Bonding Time continued »](#)

Listen to your body

Pregnancy leave is for preparing and recovery. Bonding time is for bonding. If you're pregnant, take pregnancy leave when your doctor tells you to. Once you're back on your feet, bonding time awaits.

Remember your adoption reimbursement

Did you adopt your child? Don't leave money on the table! Request reimbursement through [Maven Wallet](#) for your adoption application, travel expenses, legal fees, surrogacy expenses, and more.



What you need to know

You can take bonding time any time within one year after the birth or adoption of your child. Parents who both work for Workday can each have up to 12 weeks of bonding time, taken when it makes the most sense for *each* of you in the 12 months following the birth or adoption.

Since we know everyone's situation is different, you can allocate the 12 weeks however you choose. The whole 12 weeks immediately following your pregnancy leave? Sure. Two weeks every other month? That's fine too. The week of every full moon for a year? A little weird, but you do you!

Your pay

We mean business. Bonding time is paid, because it's that important. The easiest way to start your bonding time is by contacting Lincoln Financial.

Depending where you live, state benefit programs may also be available. See [page 28](#) for a listing of those states.

Your benefits—and your child's benefits

During bonding time, your benefits and payroll deductions continue as though you were working. This is also true for Workmates who transition directly from pregnancy leave to bonding time.

Don't forget about your new child's eligibility for benefits! Starting from your child's birth or adoption date, you have a **maximum** of 60 calendar days to enroll them in benefits. If you don't enroll them within 60 days, your next opportunity will be during Annual Enrollment in the fall for benefits effective on January 1 of the following year, which is why you don't want to wait. [Enroll your new child](#) in benefits as soon as possible.

[Bonding Time continued »](#)



Bonding time checklist

What to Do	When to Do It	Why?
<input type="checkbox"/> Plan your leave on Veer .	As soon as you start planning your bonding time	The online tool provides a customized Timeline and Journey, plus recommendations for benefit programs and resources to help you, to guide you through required actions and recommended tasks.
<input type="checkbox"/> <i>If you're the birth parent:</i> Confirm with Lincoln Financial that you're medically cleared to return to work.	Generally, eight weeks after post-pregnancy recovery. If you're not medically cleared to return to work, contact Lincoln Financial about extending your leave.	You need to end your pregnancy leave before you begin bonding time.
<input type="checkbox"/> Tell your People Leader.	ASAP	You'll need to work with your People Leader to plan for your absence.
<input type="checkbox"/> Set out-of-office messages in Outlook and Slack. Cancel or decline recurring meetings. Are you a People Leader going on leave? Set up a delegate in Workday to approve tasks.	Before you start your bonding time	Ensure that stuff gets done without you.
<input type="checkbox"/> Decide whether you want to enroll your new child in your health benefits.	Before you start your bonding time	Cover your kiddo on your Workday medical plan. While you're at it, check to make sure that your medical plan choice is still the best fit for your newly expanded family.
<input type="checkbox"/> Update other benefits as appropriate.	<p>Health Care FSA:* Within 60 days after birth or placement</p> <p>Dependent Care FSA:* Enroll in or change your contributions. Try to get to this within 30 days (but no more than 60 days).</p> <p>HSA contributions: Anytime</p> <p>Increase life and AD&D insurance: Within 60 days after birth or placement</p> <p>Update beneficiaries: Anytime</p> <p><small>* Note: Changes for current plan year must be made before November 1.</small></p>	Take care of your growing family.

See a timeline for your leave on the [next page](#).

Bonding Time

Salary Continuation Program



START WITH VEER

- Create a Timeline for your bonding time, including when you'd like to start.
- If you want to, loop in your People Leader by switching on the **Activate Manager Support** setting.
- Ready to go? [Go to Veer now.](#)

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NOTIFY LINCOLN FINANCIAL ASAP

- At least 30 days before your bonding time starts
- A leave specialist will reach out to you; contact them if anything changes.
- Provide medical documentation as needed.



Your benefits during bonding time

Don't sweat it, Workmate. You'll still keep all your benefits. Paycheck deductions for all your goodies, including insurance and voluntary benefits elections, HSA, FSA, 401(k), and ESPP, will continue.

AFTER BIRTH OR ADOPTION, BONDING TIME CAN BEGIN

BEFORE YOUR BONDING TIME STARTS

WEEKS 1-12



Your benefits

Your Workday benefits provide income during bonding time. In most cases your job is protected. Lincoln Financial will help explain what you qualify for.*

- Workday provides 12 weeks of bonding time after the birth or adoption of your child.
- Take your 12 weeks all at once or in smaller chunks. You must use all 12 weeks within one year of the birth or adoption of your child.
- Your pay during bonding time:
 - 100% of weekly base pay
 - Benefit payments during bonding time are taxed
 - See tax implications on [page 28](#).

* Workday complies with all federal, state, and local requirements regarding your job protection while you're on bonding time. Even if you don't qualify for job protection under the Family and Medical Leave Act (FMLA) or any applicable laws in your state of residence, you can still take bonding time, subject to approval under the program terms.

Health Leave

Whether your need for healing results from planned surgery or an unexpected injury or illness, health leave provides the time you need away from work.

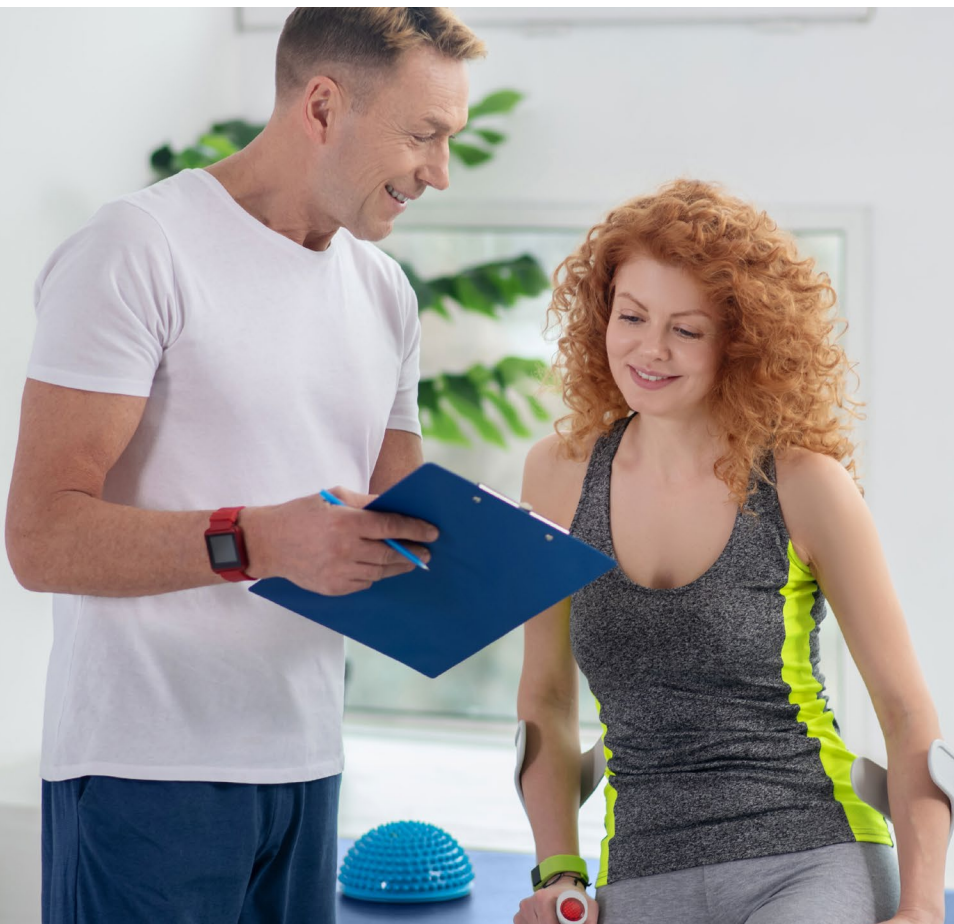
What you need to know

You're eligible to take paid health leave if you work 20 hours or more per week. It applies when a doctor certifies that you can't work for more than seven consecutive calendar days (or five consecutive business days) because of:

- An illness or a disability
- Surgery
- An accident
- Mental health
- You don't have a doctor's clearance to return to work after 12 weeks of pregnancy leave

For an absence of seven calendar days (or five consecutive business days) or less, record your time away as paid sick time in Workday.

[Health Leave continued »](#)



Need to be in and out of work?

If you're receiving ongoing treatment, you might need to be away from work on a regular schedule. Talk to your Lincoln Financial leave specialist about an intermittent medical leave.

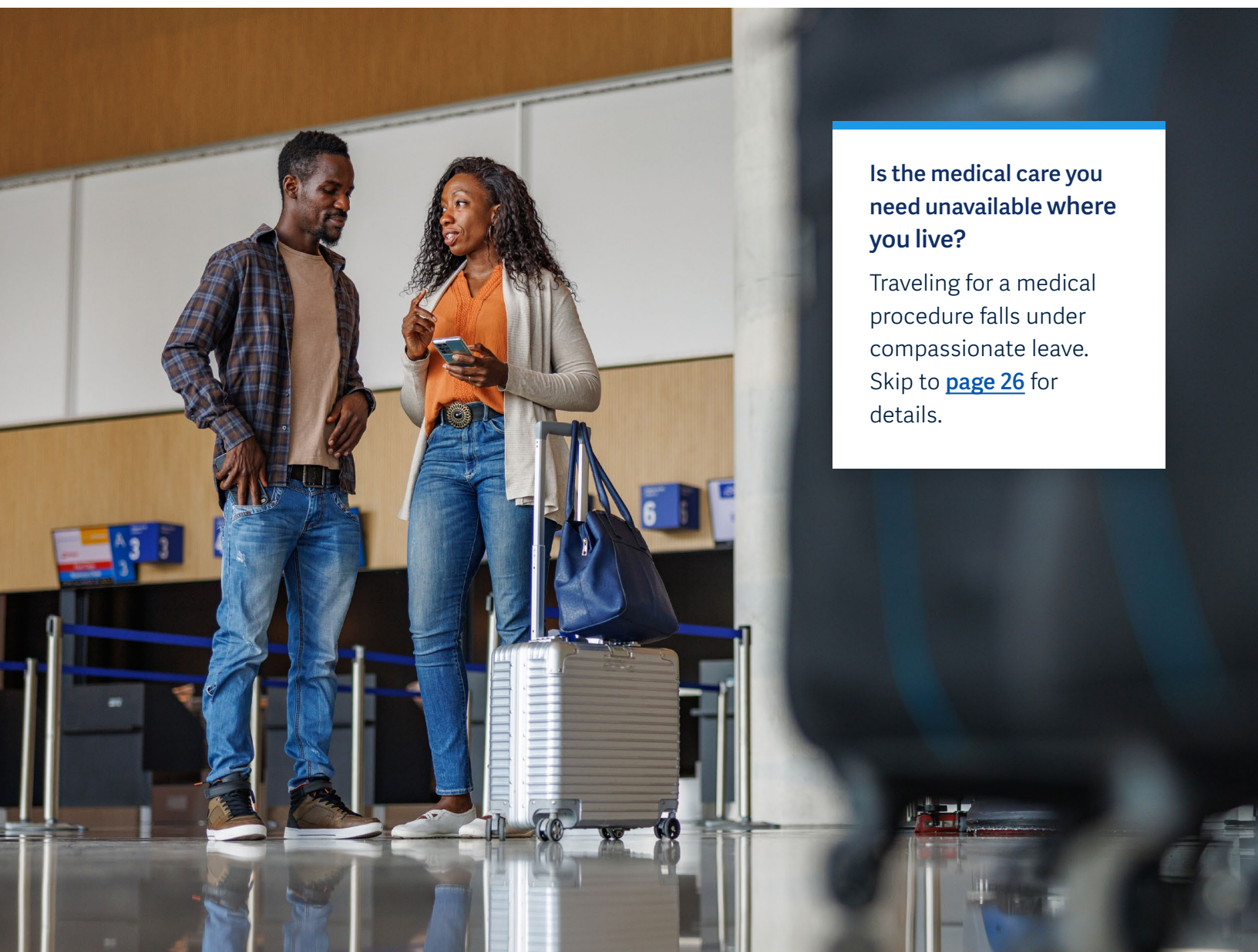
Your pay

During your leave, your salary continuation payments will come from Workday. These benefits are taxed.

- Weeks 1–12: 100% of your weekly base pay
- Weeks 13–26: 80% of your weekly base pay (Note: If your doctor has not cleared you to return to work after 12 weeks of pregnancy leave, your health leave starts at week 13)
- Weeks 27–52: 60% of your weekly base pay

Note that any payments you receive through Workday may be reduced by the amount of wage replacement payments you receive from other sources, like a Workers' Compensation claim or a state-paid leave benefit.

[Health Leave continued »](#)



Is the medical care you need unavailable where you live?

Traveling for a medical procedure falls under compassionate leave. Skip to [page 26](#) for details.

Health leave checklist

What to Do	When to Do It	Why?
<input type="checkbox"/> Visit Veer . For mental health leaves, you can also work with Mind Matters (powered by Lyra).	As soon as you start planning your leave	The online tool provides a customized Timeline and Journey to guide you through required actions and recommended tasks.
<input type="checkbox"/> Tell your People Leader.	ASAP	You'll need to work with your People Leader to plan for your absence.
<input type="checkbox"/> Work with your Lincoln Financial leave specialist from beginning to end. Call 844-829-5566 or visit their website .	At least 30 days before you plan to start your leave, or as soon as you can Whenever anything changes At least seven days before you plan to return from leave	Lincoln Financial sets up your leave, handles all the details, and makes sure nothing slips through the cracks.
<input type="checkbox"/> Set out-of-office messages in Outlook and Slack. Cancel or decline recurring meetings. Are you a People Leader going on leave? Set up a delegate in Workday to approve tasks.	Before you start your leave	Ensure that stuff gets done without you.



Health Leave

Salary Continuation Program



START WITH VEER

- Create a Timeline for your leave, including when you'd like to start your leave.
- If you want to, loop in your People Leader by switching on the **Activate Manager Support** setting.
- Ready to go? [Go to Veer now.](#)

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NOTIFY LINCOLN FINANCIAL ASAP

- As soon as you know (or think) that you'll be on the shelf for five consecutive business days or more, you **must** file for health leave with Lincoln Financial.
- After you file for your leave, a leave specialist will reach out to you; contact them if anything changes.
- Provide medical documentation as needed.



Your benefits on leave

Don't sweat it, Workmate. You'll still keep all your benefits. Paycheck deductions for all your goodies, including insurance and voluntary benefits elections, HSA, FSA, 401(k), and ESPP, will continue.

100% of weekly base pay

80% of weekly base pay

60% of weekly base pay

BEFORE YOUR LEAVE STARTS

WEEKS 1–12

WEEKS 13–26

WEEKS 27–52

Your benefits

Your Workday benefits provide income while you're on health leave. In most cases your job is protected. Lincoln Financial will help explain what you qualify for.*

- Your pay on leave:
 - First 12 weeks: 100% of weekly base pay
 - Weeks 13–26: 80% of weekly base pay
 - Weeks 27–52: 60% of weekly base pay
 - Benefit payments are taxed. See tax implications on [page 28](#).
- If you aren't medically cleared to return to work after 52 weeks of health leave, you may be eligible for long-term disability. Lincoln Financial can help you work out the details.

* Workday complies with all federal, state, and local requirements regarding your job protection while you're on health leave. Even if you don't qualify for job protection under the Family and Medical Leave Act (FMLA) or any applicable laws in your state of residence, you can still take a health leave, subject to approval under the program terms.



Caregiver Leave

When one of your family members gets sick, work needs to be the last thing on your mind. Caregiver leave allows you to step away from Workday so you can focus on taking care of your loved one.

What you need to know

Your Workday benefits provide income while you're on caregiver leave to care for your spouse, domestic partner, child, domestic partner's child, parent, parent-in-law, grandparent, grandchild, sibling, or designated person.

Your pay

Workday will provide caregiver leave payments of 100% of your regular base pay for the first 12 weeks. Depending where you live, state benefit programs may also be available. See [page 28](#) for a listing of those states.

Taxes are withheld from caregiver leave payments. See [page 28](#) for more information or speak with Lincoln Financial about what is required in your state.

Caregivers need care too

Getting started with [Wellthy](#) means having a partner to handle the administrative burden of being a caregiver. You'll be assigned a personal Care Coordinator to schedule appointments, arrange child care, submit claims, and more. Plus, you'll get access to a community of other caregivers who understand exactly what you're going through.

To get started, give Wellthy a call at 877-588-3917, or visit the [caregiver support page](#).

Need to be in and out of work?

Your circumstances might require you to take regular time away. An intermittent caregiver leave is an option. Just talk to your Lincoln Financial leave specialist about it.

[Caregiver Leave continued »](#)



Caregiver leave checklist

What to Do	When to Do It	Why?
<input type="checkbox"/> Visit Veer .	As soon as you start planning your leave	The online tool provides a customized Timeline and Journey to guide you through required actions and recommended tasks.
<input type="checkbox"/> Tell your People Leader.	ASAP	You'll need to work with your People Leader to plan for your absence.
<input type="checkbox"/> Work with your Lincoln Financial leave specialist from beginning to end. Call 844-829-5566 or visit their website .	At least 30 days before you plan to start your leave, or as soon as you can Whenever anything changes At least seven days before you plan to return from leave	Lincoln Financial sets up your leave, handles all the details, and makes sure nothing slips through the cracks.
<input type="checkbox"/> Set out-of-office messages in Outlook and Slack. Cancel or decline recurring meetings. Are you a People Leader going on leave? Set up a delegate in Workday to approve tasks.	If necessary	Ensure that stuff gets done without you.

See a timeline for your leave on the [next page](#).

Caregiver Leave

Salary Continuation Program



START WITH VEER

- Create a Timeline for your leave, including when you'd like to start your leave.
- If you want to, loop in your People Leader by switching on the **Activate Manager Support** setting.
- Ready to go? [Go to Veer now.](#)

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NOTIFY LINCOLN FINANCIAL ASAP

- As soon as you know (or think) that you'll be on caregiver leave, you **must** file for leave with Lincoln Financial.
- After you file for your leave, a leave specialist will reach out to you; contact them if anything changes.



Your benefits on leave

Don't sweat it, Workmate. You'll still keep all your goodies, including insurance and voluntary benefits elections, HSA, FSA, 401(k), and ESPP, will continue.

100% of weekly base pay

BEFORE YOUR LEAVE STARTS

WEEKS 1-12

Your benefits

Your Workday benefits provide income while you're on leave. In most cases your job is protected. Lincoln Financial will help explain what job protection you qualify for.*

- Your pay on leave:
 - First 12 weeks: 100% of weekly base pay
 - Benefit payments are taxable. See tax implications on [page 28](#).

* Workday complies with all federal, state, and local requirements regarding your job protection while you're on leave. Even if you don't qualify for job protection under the Family and Medical Leave Act (FMLA) or any applicable laws in your state of residence, you can still take a leave, subject to approval under the program terms.



Compassionate Leave

Sometimes, life throws you curveballs. A storm damages your house. The family dog passes. Donating bone marrow.

These moments, and others like them, call for empathy. Compassionate leave is here for you when you need a little TLC—and time away—to deal with something difficult.

What you need to know

Workday gives you up to 10 days of 100%-paid compassionate leave, per event, to work through your situation.

Compassionate leave isn't managed by Lincoln Financial. Here's how to request it:

- Log in to Workday, and search for **Request Absence** task.
- Select the range of days that you need to be away from work.
- Under **Type**, choose **Global Compassionate**. Take compassionate leave in one-day units.

Benefit payments come from Workday and are taxed like regular pay.

Time away for grieving

Your 10 days of compassionate leave cover the loss of loved ones. For the loss of a spouse or child, see [caregiver leave](#).

Compassionate leave checklist

What to Do	When to Do It	Why?
<input type="checkbox"/> Request time off in Workday.	As soon as you need it	Even though we call this compassionate leave, it still counts as paid time off for administrative purposes.
<input type="checkbox"/> Get some extra help when the tough stuff happens.	When you need someone to talk to	Taking compassionate leave often means that something traumatic happened to you. Remember that you have free support and counseling available through Mind Matters (powered by Lyra) .
<input type="checkbox"/> Set out-of-office messages in Outlook and Slack. Cancel or decline recurring meetings. People Leaders: Set up a delegate in Workday to approve tasks.	Before you go on leave	Ensure that stuff gets done without you.

Contacts

Lincoln Financial

Leave administration; first place to call with questions

844-829-5566

[Website](#)

Veer

Planning tool to get a timeline and a checklist for each type of leave

[Website](#)

Workday Benefits

[People Guide Request](#)

[Workday Benefits website](#)

Care.com

Backup care

855-781-1303

[Website](#)

Maven

Family planning and support

[Website](#)

Mind Matters (powered by Lyra)

Employee Assistance Program (EAP)

888-713-1703

[Website](#)

Northstar

Financial guidance

877-588-3917

[Website](#)

RethinkCare

Neurodivergent care

[Website](#)

Wellthy

Caregiver support

[Website](#)



Tax Implications

Workmates in Colorado, Connecticut, District of Columbia, Hawaii, Massachusetts, New Jersey, New York, Oregon, Rhode Island, and Washington

- Disability and/or paid family leave benefits are also available through your state. Lincoln Financial will automatically coordinate your state benefits with Workday's plans and advise you on any additional steps required.
- Salary continuation paid by Workday is taxable** and intended to "top up" the benefits paid to you by your state plan, ensuring that you receive the same total benefit available to Workmates in other states. **Benefits paid by your state may be subject to tax.*** For your reference, we've included a table below as a general guide for your state benefits' taxability. If you have any additional questions, please contact a tax professional.

Statutory Benefit	Taxable in these states	Not taxed in these states
Health (medical) and pregnancy leave	CO, CT, DC, HI, MA, NJ, NY, OR, WA	RI
Bonding (parental) time	CO, CT, DC, MA, NJ, NY, OR, RI, WA	
Caregiver leave	CO, CT, DC, MA, NJ, NY, OR, RI, WA	

*Lincoln Financial will issue Form W-2 or Form 1099 for benefits paid under Colorado, Hawaii, Massachusetts, or New York state benefit plans.

Workmates who live in a state other than those listed above

- Your payments while on leave are taxed. You'll receive salary continuation from Workday while you're on a leave of absence. You don't need to do anything. Benefit payments will be processed and paid according to the type of leave you are on. Your Lincoln Financial leave specialist is the expert here. To get your tax questions answered, especially for questions about your state's laws, contact [Lincoln Financial](#). Getting in touch with [Northstar's Certified Financial Planners™](#) wouldn't hurt either.

