

# LEAVES OF ABSENCE

## APPLYING FOR A LEAVE: WHAT TO EXPECT

If you are in need of time away from work or special arrangements for your work environment or schedule, you can apply for a leave of absence. The application process is now managed by Lincoln Financial Group (LFG) to ensure a consistent, convenient process for all.

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Send an email to [benefits@beneschlaw.com](mailto:benefits@beneschlaw.com) to schedule a meeting with the Benefits team to discuss your leave, ideally at least 30 days in advance of your leave start date.

Meet with Benefits to learn about eligibility, policy guidelines, and an overview of the leaves process.

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File a claim online at [lincolnfinancial.com](http://lincolnfinancial.com) or by phone at 888-202-4307. You may need to register using the first-time registration code for the Lincoln website: [LF1329BEN](http://LF1329BEN).

Submit any necessary medical documentation—Lincoln can help you secure the documentation you need and advise on what forms need to be completed.

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Receive approval or denial of the leave—usually within 10 days provided all medical documentation is complete and sufficient. Disability approvals will typically not happen until you are officially disabled (such as from surgery).

Comply with the timeframes required in the leave process. Not complying may result in denial or delay in approval.

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Continue to be paid by Benesch if it's a paid leave. If it's a disability claim, you will use five days of PTO for the waiting period before the STD benefit starts. If it's unpaid leave, you will tell our Benefits team how you want to handle your unpaid time such as using PTO time or docked pay.

You will continue to be paid if the claim is not yet approved, however, should the leave be denied, your next paycheck will reconcile the time not worked with either PTO or docked pay.

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Continue to have benefit premiums withdrawn from your paycheck if leave is paid. (If unpaid leave, pay premiums through a direct billing process.) However, if you are enrolled in a Dependent Care FSA and/or Commuter FSA, your contributions will be suspended during the leave of absence and reinstated upon return.

If you are approved for an intermittent leave, you will track your intermittent leave hours on Lincoln's website. If you are a timekeeper, you are still required to enter your time in the timekeeping system.

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### Eligibility for Leave

Most of our common leaves (Child Care Leave, Short Term Disability) require at least 90 days of service with the firm and working at least 30 hours per week.

#### **You are eligible for FMLA if you have:**

- (1) a total of 12 months of service (does not need to be a consecutive 12-month period); and,
- (2) worked a minimum of 1,250 hours during the previous consecutive 12-month period before the leave begins.

For full eligibility guidelines, visit our [leave of absence page](#) and review our applicable [Benesch Policies](#).