

When you need to request a leave of absence...

What You Need to Do

1. Notify your manager directly and promptly when you become aware of your need for leave.
2. For leaves that are a minimum of 3 days, you must contact Lincoln Financial no later than the 5th day of your absence. Please see the [Reporting Your Absence/Disability Leave](#) flyer for instructions or call Lincoln Financial at **888-408-7300** to speak with an Intake Specialist.
3. Since there is a 14-day unpaid eligibility period, your accrued sick time will automatically be used until it runs out. After that, the Benefits Department will reach out to you to discuss the use of accrued floating holiday and/or vacation time to which you must consent.
4. It is your responsibility to keep your manager informed regularly throughout your leave as to your status and estimated return to work.
5. A “return to work” release from your physician will be required and a copy must be sent to benefits@inframark.com or faxed to 215-392-3336.

What You Need to Know

Family and Medical Leave Act (FMLA)

- Both work-related and non-work-related disabilities are subject to the FMLA. The FMLA also covers leaves for reasons other than your own personal illness or injury, such as birth of a child or caring for a sick family member.
- The FMLA provides up to 12 weeks of job protection if you qualify.
- FMLA is unpaid leave, but you may qualify for wage replacement benefits through disability or workers’ compensation. Accrued sick, floating holiday, or vacation time may also be used during an approved FMLA leave.
- Your benefits will continue during your FMLA leave, provided you pay your portion of the costs.

Disability (non-work-related)

- You will be required to submit information to Lincoln Financial about your medical condition to substantiate your need for leave and your eligibility for disability benefits. Normally, Lincoln Financial will contact your physician directly in order to obtain this information. Timely and complete information is needed to avoid delaying the processing of your claim and the payment of your benefits.
- Short-term disability covers absences that last more than 14 calendar days. If approved, you will be paid at 65% of your normal salary (if you have less than 5 years of service), or 80% (more than 5 years). If your leave goes beyond 90 days, you will be evaluated for eligibility for Long-Term Disability benefits.

- Accrued sick time will be used automatically to pay you during the first 14 days of leave, or to top off your short-term disability wage benefit to 100%. If no sick time is available, any floating holiday and/or vacation time will be used with your consent.

Disability (work-related)

- Contact your supervisor immediately to report an incident that may be covered by Workers' Compensation. Claims will be managed in conjunction with your Regional Health & Safety Advisor.
- Should your situation require time off from work, you must contact Lincoln Financial to report your absence under the Family and Medical Leave Act (FMLA). (Note that as a matter of procedure they will ask whether your absence is work-related, in which case they will disallow your short-term disability benefits, but will still manage your FMLA leave. You may also still be eligible for long-term disability benefits.)

Further Resources:

- On SharePoint:
 - [Employee Rights & Responsibilities under the FMLA](#)
 - [Reporting Your Absence/Disability Leave Flyer](#)
 - [Leave of Absence flyer by Health Advocate](#)
 - Inframark Employee Handbook Policies: [Sick Leave Benefits](#); [Workers' Compensation](#); [Leave of Absence](#); [Family and Medical Leave Act \(FMLA\)](#)
- On the Internet:
 - [MyInframarkBenefits.com/Disability Insurance](https://myinframarkbenefits.com/disability-insurance)
 - Employee Rights and Responsibilities under the Family and Medical Leave Act at <https://www.dol.gov/agencies/whd/posters/fmla>.
- Call the Benefits Infoline at 866-545-3756 or email benefits@inframark.com