

LEAVE OF ABSENCE CHECKLIST

Prior to Leave:

- Notify Manager of the need for leave and estimated time off required at least 30 days in advance, if possible
- Notify the liveWell team by emailing liveWell@loandepot.com
- Contact Lincoln Financial Group (LFG) to initiate leave process if leave is within the following 30 days. If not within 30 days, no action is needed until 30 days before
- Place an "Out of Office" auto-reply message in Outlook
- If you are enrolled in benefits and/or have an active 401(k) loan, contact Benefits at liveWell@loanDepot.com to arrange payment while on leave to avoid cancellation of benefits

While on Leave:

- Any changes throughout the duration of your leave, contact Lincoln Financial Group, liveWell, and your manager
 - While on a leave of absence, you are required to pay your share of your benefits premiums.
 - You will receive a benefits premium acknowledgement form at the onset of your leave.
 - You will review, sign and return the acknowledgment form regarding premiums due back to the Benefits Department**
 - If you have PTO available, benefit premiums will automatically be deducted from any PTO paid out to you, unless otherwise required by applicable law (CA and NY maternity/paternity, WA, MA).
 - Once PTO exhausts, you are responsible for sending in payments by check or money order to:

loanDepot
Attn: Benefits Department
6561 Irvine Center Drive
Irvine, CA 92618

- If you experience a qualified life event (birth or adoption of a child, divorce, marriage, etc.) while you are on leave, and wish to make changes to your benefits plans, you need to make those changes through the Benefits portal in Workday within 31 days of your life event. Contact Benefits with any questions.

Return from Leave:

- If leave was for your own medical condition, including pregnancy, at least 24-48 hours prior to returning to work, you will need to provide the attached *Health Care Provider Statement of Medical Release to Return to Work* to your Leave Administrator and Benefits at liveWell@loanDepot.com. If you are unable to return to work for any reason, please contact Lincoln Financial Group, liveWell, and your manager. Failure to return or communicate status may result in separation of employment in accordance with loanDepot policy.