

LEAVE OF ABSENCE CHECKLIST

Initiation of Leave:

- Notify Manager of the need for leave and estimated time off required
- If leave is within three (3) weeks, update leave status in Workday. Otherwise wait until leave is within three (3) weeks, and enter status at that time
 - Login to Workday, go to "Time Off", then "Leave of Absence" and enter your leave dates there
- Contact Cigna 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
 - Cigna can be reached at 888.842.4462
 - Representatives will ask questions regarding upcoming leave and Short Term Disability.
 - Anything you share with them is confidential
 - Representatives will send paperwork to you. It is important that you submit paperwork to them by the deadline they provide. While we understand that sometimes your medical provider will send things directly to Cigna, it is your responsibility to make sure the appropriate documentation is submitted, and leave is approved.
 - If you live in a state with State Disability programs, Cigna should direct you to the appropriate program. If they do not, Benefits can assist if you have questions about what is available to you
- For foreseeable leaves, place an "Out of Office" auto-reply message in Outlook.
 - Please work with your manager on the verbiage for the outgoing message
- Contact Benefits at benefits@loandepot.com with any questions regarding the process
 - If you have a 401(k) loan, please contact Benefits to discuss payment options during leave to avoid default

During Leave:

- If the dates of your leave change for any reason, please update Cigna and your Manager
- While on a leave of absence, you are required to pay your share of the benefits premiums that are normally deducted from your paychecks. Benefits will send you a premium notice at the onset of your request for leave of absence. If you have questions, please contact benefits@loandepot.com. If you have PTO to use, benefits will automatically be deducted from your checks, either to pay your regular wages or make up the difference with any disability benefits you may be eligible for during your leave. When PTO runs out, you need to send payment by check or money order to:

*loanDepot
attn: Benefits Department
26642 Towne Centre Drive
Foothill Ranch, CA 92610*

- 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 relevant changes to your benefits plans, you need to make those changes through the Benefits portal in Workday within 30 days of your life event. Contact benefits@loandepot.com with any questions regarding this

Exhaust/End of Leave:

- If leave was for your own medical condition, including pregnancy, please provide a fitness for duty release form provided by Cigna to Benefits at benefits@loandepot.com
- Benefits will reactivate you in Workday and get your systems access back up and running before you return to work – this can take 24-48 hours
- If you are unable to return to work for any reason, please contact Cigna, your Manager and Benefits. Failure to return or communicate status may result in separation of employment in accordance with loanDepot policy