

LEAVE OF ABSENCE CHECKLIST

Initiation of Leave:

- Notify Manager of the need for leave and estimated time off required at least 30 days in advanced if possible
- Notify the Livewell team by emailing liveWell@loandepot.com
- Contact New York Life 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
 - New York Life can be reached at 888.873.2127
 - 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 New York Life, it is your responsibility to make sure the appropriate documentation is submitted, and leave is in current status and approved.
 - If you live in a state with State Disability programs (CA, CT, HI, MA, NY, NJ, RI, and WA), New York Life 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 liveWell Benefits at liveWell@loanDepot.com with any questions regarding the process
 - If you have a 401(k) loan, please contact Benefits to discuss options during leave to avoid default

During Leave:

- If the dates of your leave change for any reason, please update New York Life, liveWell, 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 paychecks. Benefits will send you a premium acknowledgement form at the onset of your request for leave of absence. If you have questions, please contact liveWell@loandepot.com. If you have PTO available, benefit premiums will automatically be deducted from any PTO paid out to you, and to make up the difference with any disability you may be eligible for during your leave. When PTO exhausts, you will need to mail benefit premium payments 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 changes to your benefits plans, you need to make those changes through the Benefits portal in Workday within 30 days of your life event. Please contact liveWell@loanDepot.com if you have any questions.

Exhaust/End of Leave:

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