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
- ☐ For questions regarding Leaves of Absence and to start your leave, open a case within HRConnect.
- ☐ Contact Lincoln Financial Group (LFG) to initiate leave process 30 days in advance of leave or as soon as possible.
- ☐ 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@loanDepotBenefits.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 available, 40 hours of PTO or 10 days of DTO will be required to be used at the onset of the continuous leave, unless otherwise required by applicable law. Benefit premiums will automatically be deducted.
  - **Upon return to work, or separation of employment, any premiums owed will be deducted from your first or final check.**
  - Payments must be sent 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 the change **within 31 days** of your life event. Contact the Benefits Team at liveWell@loanDepotBenefits.com.

Return from Leave:

- ☐ If leave was for your own medical condition, including maternity leave, 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@loanDepotBenefits.com.
  - Notice provided less than 72 hours may delay your systems access reinstated on your day back.
- ☐ 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.