

FMLA/Personal Leave/Military Leave – Process Effective 7/1/2020

Whether your absence is for federal family and medical leave (FMLA), state leave, company leave, short-term disability (STD), Military Leave, you have the flexibility to initiate your absence claim by telephone, Monday through Thursday 7 am–7 pm ET, and Friday 7 am–5 pm ET, or at any time via the web. To start your claim by phone or web, you will need to provide your:

Full Name	Group ID or policy number: UNIMEDCNT2
Date of Birth	Physician’s name, address, and phone and fax number (if applicable)
Social Security Number	Condition or Circumstances
Occupation	Last work date (date)

An absence management professional will guide you every step of the way to:

- Help ensure you understand the process
- Notify you of any additional required information
- Provide you with regular updates on the status of your absence claim

Getting started is EASY!

LINCOLN FINANCIAL GROUP CONTACT INFORMATION

Give us
a call!

- Report an absence, ask a question, etc.
- (800) 423-2765
- Available 7:00 AM – 7:00 PM Central, Monday through Thursday
- Available 7:00 AM – 5:00 PM Central, Friday

Visit us
on the
Web!

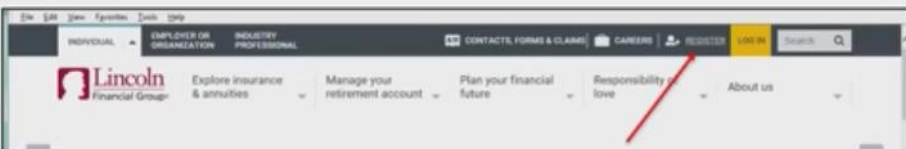
- Available through single sign-on by going to www.LincolnFinancial.com
- Available 24/7/365
- Report an absence, check the status of a leave of absence request, run a report, etc.

Submit your claim via web or mobile application

- 1) Go to **LincolnFinancial.com** and click **REGISTER** in the top navigation on the home page.
 - a. (Group ID or policy number is: **UNIMEDCNT2**)

REGISTER AT LINCOLNFINANCIAL.COM

- To access the mobile application, the user must first register at www.LincolnFinancial.com
- Click on ‘Register’ to begin the process



- 2) Under **Individuals**, select **Employee Benefits**. Follow the prompts to complete your registration. Once registration is complete, you can log in to your account from LincolnFinancial.com or by downloading the Lincoln mobile application.
- 3) Once you log in, select **View and manage absences** under **Employee Benefits**.
 - a. You can now perform several convenient self-service functions, including:
 - i. Report an absence (federal, state, company, STD, NY or NJ state disability, or NY Paid Family Leave)
 - ii. Submit a return-to-work date
 - iii. Review current absence status
 - iv. Track absence balances
 - v. Enter intermittent time
 - vi. View correspondence

Submit your claim via phone

- It's easy for you, your employer or a family member to report your absence by phone. Just call 800-423-2765 and identify yourself as an insured person, enter your Social Security number*, and follow the prompts for **Absence Claims**. Once you have started our claim, you may report intermittent occurrences and submit a return-to-work date at any time via our automated telephone system.

Once Registered – You can utilize the Mobile App by downloading Lincoln Financial in the App Store

- Available 24/7 for employees to access a number of self-service functions like:
 - Reporting a new absence claim
 - Adding intermittent time or entering a return to work date
 - Viewing correspondence

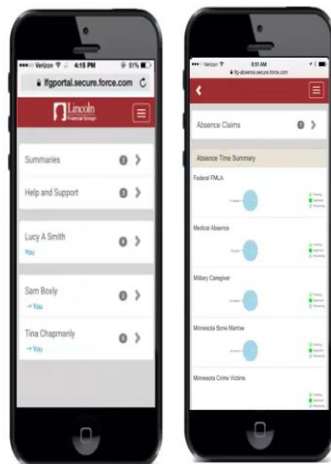
ACCESSING ABSENCE SUMMARIES AND CLAIM INFORMATION

- To view absence summaries and claim information, select your name

– An employee/manager can view his or her own claims

- The next page allows the user to select and view absence claims
- It also displays each available absence type

– Absence types are color coded to show pending, approved, and remaining time



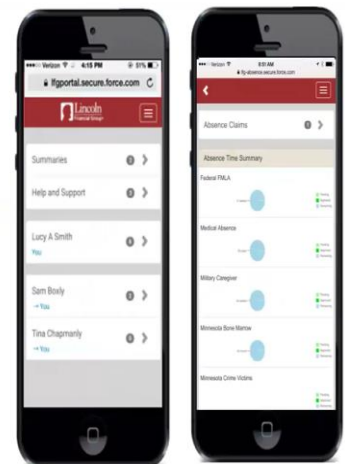
ACCESSING ABSENCE SUMMARIES AND CLAIM INFORMATION

- To view absence summaries and claim information, select your name

– An employee/manager can view his or her own claims

- The next page allows the user to select and view absence claims
- It also displays each available absence type

– Absence types are color coded to show pending, approved, and remaining time



REMEMBER:

If you are taking intermittent time for your absence, you are required to:

- Follow normal call out procedures for your department
- Report your absence time within 2 Business Days
- Call Lincoln Financial at 800-423-2765

If you are unable to return to work as scheduled at the end of your continuous leave and need to request an extension:

- Notify your supervisor
- Call Lincoln Financial at 800-423-2765