



Leave of Absence Guide

for People Leaders of U.S. Workmates





For a changing world

What makes Workday special? We have fun here. We make days brighter and accomplish amazing work. Most importantly, we take care of each other.

When a Workmate you supervise needs to take a leave of absence, something big in their life has happened. It could be a happy occasion, like welcoming a new child. It could be a difficult moment, like a Workmate caring for a sick loved one or for their own health. No matter the circumstance, Workday extends the support that Workmates need when their world changes.

Leaves of absence raise many questions from Workmates and their People Leaders. This guide is designed to help you answer your Workmates' questions and point them in the right direction.

Should they stay or should they go?

They've gotta let [Lincoln Financial](#) know! Unless it's compassionate leave, Sabbatical, or personal leave, that is. Lincoln Financial leave specialists are ready to walk Workmates through every step of the process. Anytime a Workmate asks you a question about leaves of absence, you can't go wrong by referring them to Lincoln Financial.

What you need to do

Not as many things as you might think. You can (and should) encourage your Workmates to get in touch with Lincoln Financial for all leave-related questions. But that's it! As a People Leader, entering time and managing your Workmate's leave is **NOT** your responsibility.

Here's what you need to do when you have a Workmate going on leave:

Tell them to contact Lincoln Financial



Aside from compassionate leave, Sabbatical, and personal leave, which are 100% handled by Workday, Lincoln Financial is the point of contact for Workmates to start, end, and manage leaves of absence. Redirecting all Workmate questions to Lincoln Financial ensures that your Workmate gets accurate information for their specific need.

Encourage them to plan their leave Timeline on Veer



Your Workmate will find it easier to stay organized before, during, and after their leave with a Timeline on Veer. Plus, they can toggle on the **Activate Manager Support** setting—only if they feel comfortable—to send you automatic updates as their leave plans change. Remind your Workmate that planning a leave on Veer isn't the same thing as officially filing a leave with Lincoln Financial.

Arrange coverage for your Workmate's work

We ask Workmates for at least four weeks' notice to give you plenty of time to figure out coverage. But, as life goes, advanced notice isn't always possible. If needed, talk with your leadership about using the [Contingent Workforce Program](#).

Be human

Your Workmate is going through a transitional period. Kindness and empathy go a long way. Remind them that they aren't expected to work while on leave. Ask your team to keep a running log of updates, so it's easier for your Workmate to get caught up when they return. The [Knowledge Transfer and Planning document](#) on Workspace can help with that.



Looking to go on leave yourself?

If you're trying to figure out which leave is right for you, check out the [step-by-step guide](#). At the planning stages? Make a Timeline on [Veer](#). Ready to get your leave started? Contact Lincoln Financial at 844-829-5566 or [via their website](#).

When to take a leave (and when not to)

Workmates have a variety of time-off programs available. Leaves of absence aren't always the right choice, even for complex issues. Here's a quick reference point.

Using Paid Sick Time (PST)

Struggling with the sniffles? [PST](#) sounds right. Recovering from major surgery? That's what health leave is for.

Rule of thumb: If the Workmate expects to be out for fewer than five consecutive business days or seven consecutive calendar days, they should use PST. If they expect it to be longer, they must contact Lincoln Financial and initiate a health leave.

Taking compassionate leave

[Compassionate leave](#) is a special case. If something unexpected happens to your Workmate, like the death of a loved one or a natural disaster, Workday provides 10 days of compassionate leave.

This program isn't managed by Lincoln Financial and will need to be entered as time off in Workday under Global Compassionate Leave. Your Workmate can do it themselves, or you can enter it on their behalf.

Sabbatical

Happy 10-year Workday anniversary! Workmates who reach the 10-year mark are eligible for six weeks (30 business days) of a paid [Sabbatical](#) to use any way they'd like. This benefit is recurring after every 10 years of continuous service (e.g., at 20- and 30-year Workday anniversaries). It takes planning, before and after a Sabbatical, and the tools on Workspace can help you and your Workmate plan for their much-deserved break.



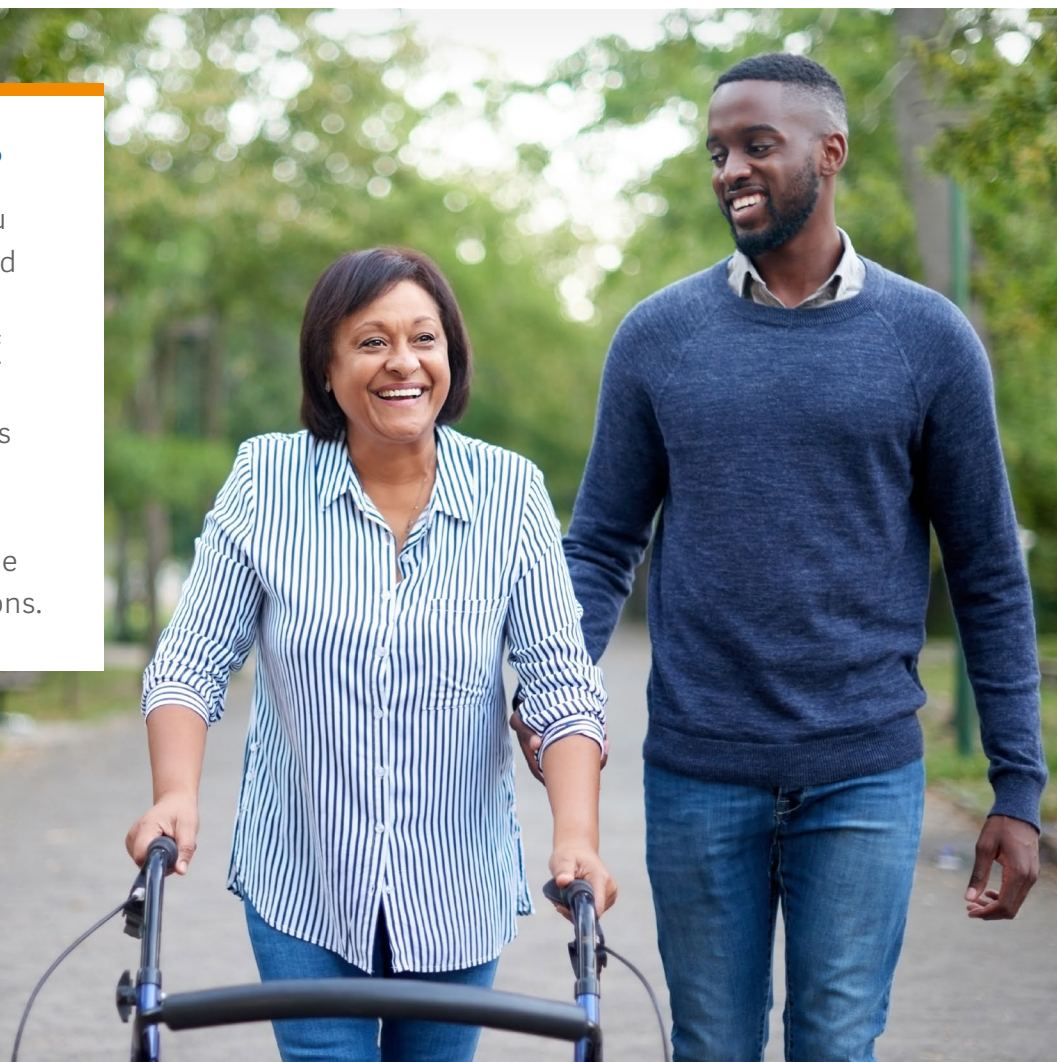
[When to take a leave \(and when not to\) continued »](#)

Initiating a leave of absence

Type of Leave	When to Use It	Length
Health leave	Own illness or injury (five or more consecutive business days, or seven or more consecutive calendar days)	Depends on the Workmate's health condition and treatment
Pregnancy leave (a specific type of health leave)	You know when	12 weeks starting up to four weeks prior to the Workmate's estimated due date. Pregnancy leave is followed by bonding time (see below).
Caregiver leave	Caring for a sick or injured loved one	Up to 12 weeks (plus an additional 12 weeks of extended caregiver leave, if necessary)
Bonding time (a specific type of caregiver leave)	Following the birth or adoption of a child	12 weeks (not necessarily consecutive)
Military leave	Serving in the armed forces	Up to five years

What about the money?

If your Workmates ask you questions about salary and benefits while on leave, refer them to the [Leave of Absence Playbook](#) or to [Lincoln Financial](#). The laws on leaves of absence vary by state (and, sometimes, by city). It's better to let the pros handle those questions.



Frequently asked questions

Where should Workmates go if they're exploring their leave options?

Check the resources section on [page 9](#). We have so many resources to explore, and the right one depends on what stage of the process your Workmate is in.

How do Workmates request a leave of absence?

Their first point of contact is Lincoln Financial at 844-829-5566 or [via their website](#). To access the Lincoln Financial portal for the first time, Workmates should click on **Register Now** and enter the company code **Workday** when prompted.

What should I expect to see in Workday once my Workmate has been approved for a leave of absence?

You will see the leave in Workday; however, Lincoln Financial and People & Purpose manage the whole thing. While that's being taken care of, you can use the [Knowledge Transfer and Planning document](#) on Workspace to help plan for tasks and responsibilities that need to be covered in your Workmate's absence and when they return. Your Workmate's profile on Workday will show their leave type and leave dates on the Time Off page.

When is health leave appropriate?

Health leave is for the Workmate's own medical condition, including pregnancy, illness, or injury, that lasts for five or more consecutive business days (or seven or more consecutive calendar days).

When is caregiver leave appropriate?

Caregiver leave is for taking care of a sick or injured family member or for bonding time (a special type of caregiver leave) following the birth or adoption of the Workmate's child.

What should Workmates do for time off following the death of a family member?

That's what [compassionate leave](#) is for. Workmates can use up to 10 days per event and don't go through Lincoln Financial to use it. Compassionate leave is submitted in Workday.

If your Workmate is grieving the death of their spouse or child, we're not going to rush them back. Tell them to contact Lincoln Financial and initiate a caregiver leave for up to 12 weeks. Or, if they aren't up for a call, [submit a People Guide Request](#).

I have a Workmate who serves in the armed forces. What are their options?

Military leave has its own rules. Please review the [Military Time Off and Leave Playbook](#) for more details.



Frequently asked questions

When is my Workmate returning to work?

When their leave of absence is over.

In all seriousness, leaves of absence can involve super personal and confidential information that we can't share with you. And their situation might change on a dime, especially if they're dealing with medical issues. Your Workmate might be in direct communication with you and updating you about their leave dates. Perhaps not. Both are OK. Take it one day at a time—just like your Workmate is doing—and we'll be here to support you too.

My Workmate doesn't qualify for any of the leave options and still needs to take time away. What are their options?

Unpaid personal leave may be available. Consult the [Personal Leave of Absence policy](#) for more information.

While this program isn't managed by Lincoln Financial, your Workmate should check with Lincoln Financial to make sure other types of leave do not apply to their situation.

My Workmate hasn't turned on the Activate Manager Support setting in Veer. Is that an issue?

No, it's not. Whether they choose to turn on the setting is 100% the Workmate's decision. Workmates are entitled to their privacy about their leave.

I'm getting a bunch of leave-of-absence questions I don't know how to answer. Help?

This is complicated stuff. It's no surprise that Workmates have questions nor that you're scratching your head. Refer your inquisitive Workmates to the resources on [page 9](#).

My Workmate gave me fewer than four weeks' notice about their leave. Is that OK?

Life, right? If only we all had four weeks' notice to avoid nasty surprises.

Workday asks for four weeks' notice when possible. When it's impossible, it's impossible, and we help Workmates through it. If they haven't already done so, your Workmate needs to get in touch with Lincoln Financial ASAP to officially file their leave. Workmates can contact Lincoln Financial at 844-829-5566 or [via their website](#).

Do I need to respond to emails from Lincoln Financial or Veer about my Workmate's leave?

No, it's just an FYI. Please do read them, though. The Workmate might be making changes to their leave dates or notifying you of their return to work. Plan coverage accordingly.



Frequently asked questions

How does Workday pay for leaves of absence?

The short answer: Leaves of absence payments to Workmates come from the Salary Continuation program.

The long answer: Don't sweat your budget, if you manage one. Leaves of absence are administered by Lincoln Financial and funded by Benefits. They're not charged to your cost center like [time-off programs](#) are (e.g., FTO or PTO and holidays). The exceptions are Sabbatical and compassionate leave, which are technically time-off programs and not leaves of absence, as shown below.

Leaves of Absence Funded by Benefits

- Health and pregnancy leave
- Caregiver leave and bonding time
- Military leave
- Intermittent leave (Contact Lincoln Financial for intermittent leave information)
- Any other leaves administered by Lincoln Financial

Time-Off Programs Funded by Cost Center

- Flex Time Off / Paid Time Off
- Paid Sick Time
- Holidays
- Compassionate leave
- Sabbatical
- Intermittent leave (Contact Lincoln Financial for intermittent leave information)

What should I do if my Workmate asks for accommodations upon their return to work?

Some accommodations are required by law. For instance, a person getting back in the swing of things after major surgery may need a reduced schedule or time for follow-up appointments.

Even if Workday isn't required to accommodate their requests, we'll still do everything we can to meet their needs. A nursing parent may need time to breastfeed or pump. Someone who just lost a parent may be emotionally exhausted and need a surprise day off. If you have any questions about an accommodation request, review the information on [Workspace](#) about how to request an accommodation.

Will my Workmate have access to their email and computer while on leave?

Yes, but they're not expected to use them at all. If you suspect your Workmate is feeling pressured to work while on leave, [please submit a People Guide Request](#).

What should I do if I think a Workmate is taking improper advantage of a leave of absence?

Lincoln Financial, our administrator for most U.S. leaves of absence, requires documentation to verify your Workmate's need for a leave of absence. Additional measures are in place to ensure that your Workmate is on leave for an appropriate duration. Also, in keeping with our Core Value of Integrity, we expect Workmates to be honest, provide documentation when requested, and use our plans and programs as intended.

If you have reason to believe that your Workmate isn't being forthcoming about any aspect of their leave, please submit a People Guide Request. We'll carefully review the circumstances. Please keep in mind that your Workmate is likely going on leave for a sensitive personal reason. They're welcome to share details with you—or not.

Resources

If your Workmate is...	Refer them to...
Trying to decide if a leave is right for them	Leave of Absence Quick Guide
Planning a leave	Veer
Looking for general information on leaves	Our benefits website
Doing a deep dive on leaves	California resident: Leave of Absence Playbook All other states: Leave of Absence Playbook
Ready to initiate a leave of absence	Lincoln Financial

Questions?

Contact Heather Bernard, our dedicated Workday leave specialist. She's here to help Workmates with their questions. [Submit a People Guide Request.](#)

