

Leave of Absence Guide

Non-Union Craft Disability & Maternity Leave

Introduction

The purpose of this guide is to provide you the information you need to ensure a smooth leave of absence (LOA) process. A leave of absence is an extended period off work. At Mortenson, a leave of absence due to the team member's own serious health condition is called disability leave. Mortenson partners with Lincoln Financial Group to administer all leaves of absence.

Order of Contents

Page 1: Introduction and Overview

Page 2: Short-Term Disability

Page 3: Helpful Information

Page 4: Maternity Leave

Page 5: Disability Leave Checklist

Page 6: Maternity Leave Checklist

Contact Information

- **Mortenson's HR Service Center:**

- 800-780-0642
 - askHR@mortenson.com

- **Lincoln Financial Group:**

- 800-237-3823
 - www.LincolnFinancial.com registration code: MORTENSON

Process Overview

1. Notify your supervisor/manager as early as possible when you believe you may need time away.
 - Under the Health Insurance Portability and Accountability Act (HIPAA), you are not required to share the medical or personal reason(s) you're off work with your supervisor or coworkers.
2. File your leave with Lincoln Financial Group
 - Click here: [How to Report a Leave of Absence](#) for more information from Lincoln on filing your claim and what to expect.
 - Website: www.LincolnFinancial.com use registration Code: MORTENSON
 - Phone: 800-237-3823
3. Lincoln will determine:
 - The applicable leave type(s)
 - Required documentation
 - Whether state paid leave applies
 - How pay will be coordinated

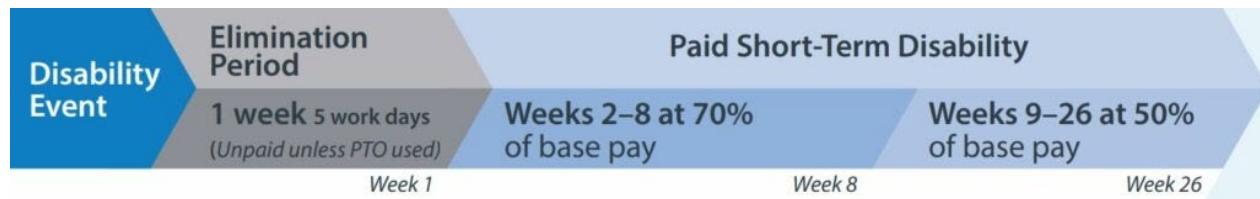
*You should **not** apply directly with a state program unless Lincoln instructs you to do so.*

Short-Term Disability

Non-union craft team members are eligible for short-term disability after 6 months of active service. Your STD payments will be paid through Mortenson's standard weekly payroll once your claim is approved through Lincoln Financial. You will have a one week waiting period before your STD begins.

Short-Term Disability (STD)

Lincoln Financial Group reviews the medical documentation submitted by your doctor and finalizes the dates you will be approved for STD. STD payments will begin once Lincoln approves your claim.



- **Week 1/STD Elimination Period:** Unpaid or use PTO
- **Week 2 - 7:** 70% of your base salary - per week (taxable)
- **Week 8 - 26:** 50% of your base salary - per week (taxable)

Helpful Information

Family Medical Leave Act (FML or FMLA)

- FML provides eligible team members up to 12 weeks of unpaid, job and benefits-protected leave per year.
- To be eligible for FML you must have been employed with Mortenson for at least 12 months and worked at least 1,250 hours over the past 12 months.
- FML runs concurrently with disability leave.
- You cannot extend your time off under disability with FML.
- Lincoln Financial Group manages the administration of FML.
- Please visit the United States Department of Labor's website for more information:
<https://www.dol.gov/general/topic/benefits-leave/fmla>.

Benefits

- Any Mortenson benefits you are currently enrolled in such as medical, vision, dental, life, etc. will remain active while you are on an approved leave of absence.

Paychecks

- Non-union craft team members will receive STD payments from Mortenson payroll. This will be paid the same way as your normal paycheck, which is either paper check or direct deposit.
- If you need copies of pay stubs please contact Payroll at payroll@mortenson.com.

PTO

- You cannot submit PTO while receiving STD. You can use PTO for your one-week unpaid elimination period

Medical Insurance Questions

- If you have questions regarding your Mortenson medical insurance such as coverage, in-network health providers, claims, or bills please contact United Healthcare (UHC) directly at 833-209-6462.
- Mortenson's medical insurance policy is 0918505.
- You can find your ID number on the UHC website (www.myuhc.com) or on the *United Healthcare* app if you have a smart phone.

Your Supervisor

- Keep your supervisor updated with the dates you'll be off work and the date you will come back to work so he/she can make necessary work arrangements.
- Under the Health Insurance Portability and Accountability Act (HIPAA), you are not required to share the medical or personal reason(s) you're off work with your supervisor or coworkers.

Direct Reports

- If you have direct reports and need to delegate time card approvals to another manager, go to: MortNet > Manuals > eDesk Manuals > Time Entry > Delegate Timecard Approval

Maternity Leaves Only

What will my paycheck look like while I'm off work?

Below are examples of what your pay *could* look like while off work if you are eligible for FMLA and choose to take all 12 weeks. Please know each team member's situation is different based on their delivery type, current PTO balance, FMLA eligibility and usage. The HR Service Center will work with you to ensure you understand what your paychecks will look like while you are off work.

Maternity Leave Example		
Week Number	Income	Leave of Absence Type
Week 1	Unpaid elimination period	FML & Disability
Week 2-8	100% paid through Mortenson payroll once NYL approves claim	FML & Disability
Week 9-10	100% Paid Parental Leave	

Your Disability Leave Checklist

1-2 Weeks Before Disability Leave or Right Away if Already Off Work:

1. **Notify your supervisor** as early as possible when you believe you may need time away.
2. Contact Mortenson's HR Service Center to notify them of your need for a leave of absence
3. **File your leave with Lincoln Financial Group:**
 - 800-237-3823
 - www.LincolnFinancial.com registration code: MORTENSON

Who to Call While You Are Off Work:

- **Mortenson HR Service Center** if you have questions about: benefits or PTO
- **Lincoln Financial Group** if you have questions about: the status of or questions about your STD claim, if Lincoln has received medical documentation from your doctor, etc.

Return to Work or Extend Disability Leave

Lincoln will approve your STD claim through a specific date. Please make note of this date because you must take action 7 calendar days prior to this date. You will either return to work the business day after or extend your disability leave.

1. Return to Work

- i. Contact Mortenson's HR Service Center 7 calendar days prior to the STD end date to confirm your return to work date.
- ii. Lincoln should have mailed you a Fitness for Duty form. Once your doctor has completed this form, send to:
 1. askHR@mortenson.com
 2. Lincoln Financial Group
- iii. Contact your supervisor to discuss your return to work.

2. Extend Disability Leave

- a. If your doctor has stated you are not able to return to work, follow these steps:
 - i. Contact Mortenson's HR Service Center 7 days prior to the STD end date to inform them you are extending your disability leave.
 - ii. Contact Lincoln Financial Group to begin the extension process.
 1. Please know Mortenson only pays STD payments when Lincoln approves the new return to work date. If you do not contact Lincoln in a timely fashion your paychecks may be delayed.
 - iii. Contact your supervisor to notify them you will be off work longer and provided a new estimated return to work date.

Your Maternity Leave Checklist

1-2 Weeks Before Due Date

1. Contact HR Service Center 1-2 weeks before your due date to notify them of your upcoming maternity leave.
2. Notify your supervisor/manager as early as possible when you believe you may need time away.
 - o Under the Health Insurance Portability and Accountability Act (HIPAA), you are not required to share the medical or personal reason(s) you're off work with your supervisor or coworkers.
3. You may contact Lincoln before baby is born so the follow up call after baby is born goes faster. If you call before baby is born you do need to call again after baby is born.

When Baby is Born

1. Contact Lincoln Financial Group as soon as possible to file your STD claim.
2. Contact HR Service Center to:
 - a. Confirm your baby's date of birth.
3. [Add Baby to Insurance](#) within 91 days of baby's birth date.

Who to Call While You Are Off Work:

- **Mortenson HR Service Center** if you have questions about: benefits, PTO, FML dates, or adding baby to insurance.
- **Lincoln Financial Group** if you have questions about: the status of or questions about your STD claim, if Lincoln has received medical documentation from your doctor, etc.

Return to Work

Lincoln will approve your STD claim through a specific date.

- **If you are eligible for Family Medical Leave:**
 - o The date after your STD expires you will transition from FML/disability leave to just FML leave.
 - o When your FML expires, you should return to work the next business day.
 - If you choose to be off work longer than 12 weeks you must work with your manager. Once FML ends you will not work with the HR Service Center or Lincoln. You are responsible for entering your time off.
- **If you are NOT eligible for Family Medical Leave:**
 - o When your STD expires, you should return to work the next business day.
 - If you choose to be off work longer you must work with your manager. You will not work with the HR Service Center or Lincoln. You are responsible for entering your time off.