

## LEAVE OF ABSENCE GUIDE

### 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

- [Process Overview](#)
- [Short-Term Disability & Disability Leave Checklist](#)
- [Maternity Leave & Maternity Leave Checklist](#)
- [State Paid Leave](#)
- [Union Team Members](#)
- [Helpful Information](#)

#### Contact Information

- **Lincoln Financial Group:**
  - 800-237-3823
  - [www.LincolnFinancial.com](http://www.LincolnFinancial.com) registration code: MORTENSON
- **Mortenson's HR Service Center:**
  - 800-780-0642
  - [askHR@mortenson.com](mailto:askHR@mortenson.com)

#### PROCESS OVERVIEW

1. Notify your supervisor/manager as early as possible when you believe you may need time away. Keep them informed during your leave of your planned return to work date.
  - 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 **up to 30 days before your leave and once your date of disability is known or tentative**
  - Click here: [How to Report a Leave of Absence](#) and view an instructional video [here](#).
  - For more information from Lincoln on filing your claim and what to expect, review the FAQ [here](#).
  - To file your claim, if you have questions during your leave about your claim, and to review your claim information check Lincoln's portal or give them a call.
    - Website: [www.LincolnFinancial.com](http://www.LincolnFinancial.com) use registration Code: **MORTENSON**
    - Phone: 800-237-3823
3. Lincoln will:
  - File all applicable leave type(s) (FMLA, State Paid Leaves, Parental Leaves, etc). This means you only need to submit 1 claim.
  - Assign you a case manager and reach out to you within 3 business days from the claim submission

- Send you and your provider documentation (called Notice and Proof) to complete and submit back to their team for review
- Discuss with you how pay will be coordinated
- Submit your time to payroll. You will not submit hours in your timecard during your leave.

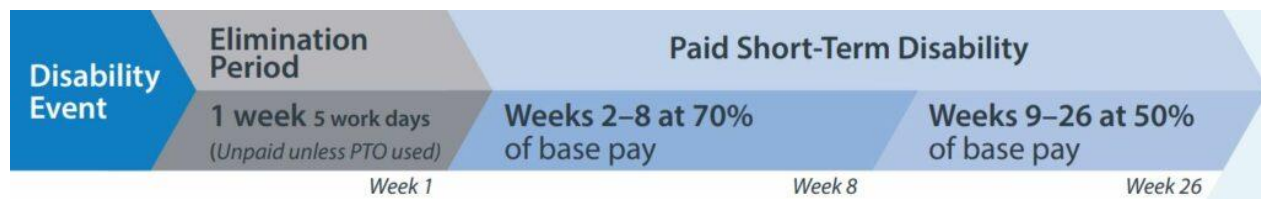
You should **not apply directly with a state program** unless Lincoln instructs you to do so.

## 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)

### Holidays

Company-paid holidays do not extend your STD timeframe. For example, if your STD is approved through 5/19, a holiday will not extend your STD through 5/20.

## YOUR DISABILITY LEAVE CHECKLIST

### PREPARING FOR YOUR TIME AWAY

1. **Notify your supervisor** as early as possible when you believe you may need time away.
2. **Once your disability date is known (or tentative), you can file your leave with Lincoln Financial Group up to 30 days in advance.**
  1. Click here: [How to Report a Leave of Absence](#) and view an instructional video [here](#) for more information from Lincoln on filing your claim. You only need to report one claim.
  2. Review the Lincoln FAQ’s [here](#) for tips on how to:
    - Submit your claim
    - What to expect throughout the process
    - How to report time, check your claim status, and more!
3. **To file your claim**, give Lincoln a call or submit via their online portal
  - Website: [www.LincolnFinancial.com](http://www.LincolnFinancial.com) use registration Code: **MORTENSON**

- Phone: 800-237-3823
- If you have supporting medical documentation, you can upload it at this time. Otherwise, Lincoln will request it from you or your provider once the claim manager is assigned.
  - For Parental Leaves, this can be a birth certificate, crib card, or documentation from the hospital showing the baby's name and DOB.

#### WHILE YOU ARE OFF WORK:

- **Lincoln Financial Group** For questions about your claim status, leave details, or medical documentation, use Lincoln's portal or contact them directly:
  - **Website:** [www.lincolnfinancial.com](http://www.lincolnfinancial.com)
    - Registration Code: **MORTENSON**
  - **Phone:** **800-237-3823**
- **Mortenson HR Service Center** if you have questions about your benefits.
- **Payroll Processing During Leave**
  - Lincoln will report your leave time to Mortenson Payroll.
  - Payroll will process payment on the next weekly payroll once your claim is approved.
  - Your supervisor will not enter hours on your timecard while you are on leave.

#### 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 Lincoln to confirm your return to work date and if any forms are required from your provider
- ii. 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 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.
  - ii. Contact your supervisor to notify them you will be off work longer and provide a new estimated return to work date.

## MATERNITY LEAVES

### 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.

Maternity Leave Example		
Week Number	Income	Leave of Absence Type
Week 1	Unpaid or use PTO elimination period	FML & Disability
Week 2-8	100% paid through Mortenson payroll once NYL approves claim	FML & Disability
Week 9-12	100% Paid Parental Leave	

## YOUR MATERNITY LEAVE CHECKLIST

### PREPARING FOR YOUR TIME AWAY

1. **Use the PERKY Leave digital tool to help proactively plan and navigate your leave.** <https://lfg.perkyleave.com/mortenson>
  - Estimate how much time you can take off work
  - Estimate changes to your income while you're on leave
  
2. **Notify your supervisor** as early as possible when you believe you may need time away.
  
3. **Once your disability date is known (or tentative), you can file your leave with Lincoln Financial Group up to 30 days in advance.**
  - a. Click here: [How to Report a Leave of Absence](#) and view an instructional video [here](#) for more information from Lincoln on filing your claim. You only need to report one claim.
  - b. Review the Lincoln FAQ's [here](#) for tips on how to:
    - i. Submit your claim
    - ii. What to expect throughout the process
    - iii. How to report time, check your claim status, and more!
  
4. **To file your claim**, give Lincoln a call or submit via their online portal
  - **Website:** [www.LincolnFinancial.com](http://www.LincolnFinancial.com) use registration Code: **MORTENSON**
  - **Phone:** 800-237-3823

*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. **File or Update Your Claim with Lincoln**
  - If you haven't already, file your claim with Lincoln Financial Group.

- If your claim is already on file, contact Lincoln to report your baby's birth date.
  - **Website:** [www.lincolnfinancial.com](http://www.lincolnfinancial.com)
    - Registration Code: **MORTENSON**
  - **Phone:** 800-237-3823

## 2. Add Your Baby to Insurance

- Add your baby to your insurance coverage within 90 days of the birth date.
- Contact the HR Service Center if you have questions or need assistance.

## 3. Payroll Processing During Leave

- Lincoln will report your leave time to Mortenson Payroll.
- Payroll will process payment on the next weekly payroll once your claim is approved.
- Do not enter hours on your timecard while you are on leave.

## WHO TO CALL WHILE YOU ARE OFF WORK:

- **Lincoln Financial Group For questions about your claim status, leave details, or medical documentation, use Lincoln's portal or contact them directly:**
  - **Website:** [www.lincolnfinancial.com](http://www.lincolnfinancial.com)
    - Registration Code: **MORTENSON**
  - **Phone:** 800-237-3823
- **Mortenson HR Service Center** if you have questions about your benefits or adding baby to insurance.

## RETURN TO WORK

### Lincoln will approve your STD claim through a specific date.

If you anticipate taking more than 12-weeks of maternity leave and using PTO, you will need to obtain approval from your manager and HR Talent Partner prior to your maternity leave starting. You are required to submit your own timecards after 12 weeks. I

## STATE PAID LEAVES

Several states offer Paid Family & Medical Leave (PFML) or state disability programs that provide partial wage replacement and job protection for qualifying leave reasons. Mortenson partners with these state programs and coordinates benefits to help eligible team members receive up to 100% of regular pay, when possible.

State paid leaves in MN, CO, WA, and OR will be administered and coordinated by Lincoln Financial Group. Lincoln will manage the entire state paid process for you. They will file your state paid leave claim in conjunction with your Mortenson paid leave, ensuring you receive your full benefit amount (state pay plus Mortenson "top-up").

Team members working in states with a paid leave program, outside of MN, CO, WA, and OR, must file their claim directly with the state. You will coordinate with Lincoln to file for the Mortenson paid leave benefit "top-up".

If you choose not to file the state claim you will only receive the Mortenson "top-up" portion, and state portion will be reported as unpaid time.

## UNION TEAM MEMBERS

If your union does not offer any leave benefits, you should contact Lincoln to file for FMLA, State Paid Leave, or a leave as an accommodation. FMLA eligibility noted in the next [section](#) and [State Paid Leave](#) information noted above.

## 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. Once your claim is approved, 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](mailto: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](http://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