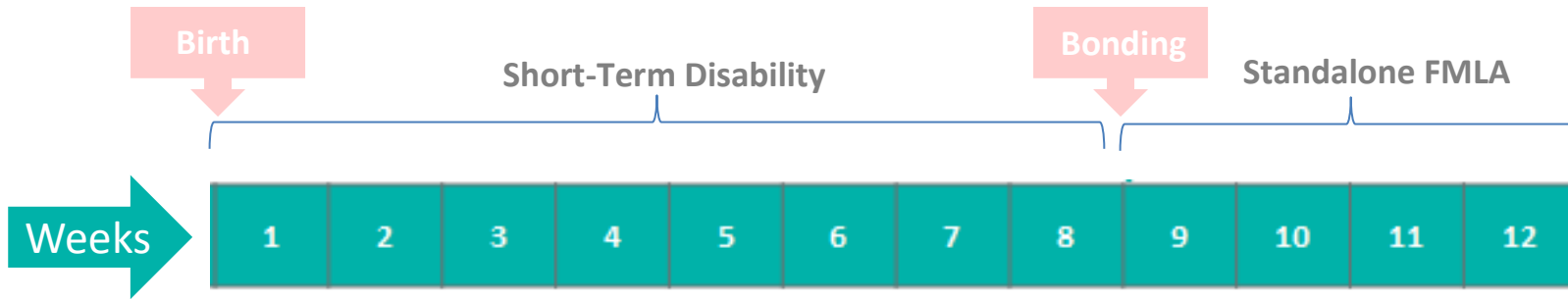


# Maternity Leave

## What to Expect

As you anxiously await the birth of your baby, you're probably wondering what to expect while on maternity leave. This helpful handout will prepare you for maternity leave and address questions you may have. We recommend initiating your maternity claim in advance to ensure your claim is processed in a timely manner. You may request your leave online at [www.mylincolnportal.com](http://www.mylincolnportal.com) (Co Code: TRIBPUB) or by calling **Lincoln Financial** at 855-832-9585. If you have any questions during your leave, please contact your Disability Case Manager at 888-440-6118 or FMLA Specialist at 877-353-7188.



### Returning to Work

You may return to work the day after your approved leave end date. Once you've returned to work, you must report your "Return to Work" date within 7 days by calling Lincoln Financial's **Return to Work Hotline** at 855-832-9585, option 4. The Corporate Benefits team will be notified of your RTW and return you from leave in WorkDay to reinstate regular pay. It is important that you report your RTW to avoid any delays with your regular pay.

### Pay on Maternity Leave

Maternity leave begins on the date of your delivery. During the first 7 consecutive days of leave; if non-exempt, you will be paid using available accrued flexible Paid Time Off. If exempt, you will be paid using flexible time off (FTO). STD Pay will begin on the 8<sup>th</sup> consecutive day of your leave.

STD Pay begins on the 8<sup>th</sup> consecutive calendar day of your leave. You will be paid for at 100% of your pay for 4 weeks, and 40% thereafter, unless you bought-up to 60% or 80% of pay during open enrollment.

Week 1 – Available FTO  
Week 2 – 100% of Pay  
Week 3 – 100% of Pay  
Week 4 – 100% of Pay

Week 5 – 100% of Pay  
Week 6 – 40/60/80% of Pay  
Week 7 – 40/60/80% of Pay  
Week 8 – 40/60/80% of Pay

**CA, NY and NJ Employees:** If you work in the state of California, New York or New Jersey, state disability pay is used to offset your company-paid short term disability.

### Benefits While on Maternity Leave

During your approved Family Medical Leave, the company maintains your benefits at the same level you had immediately prior to your leave. Benefits are deducted from STD Pay. If STD claim is pending, benefits will be held in arrears and taken upon approval of claim.

### Family Status Changes – Adding Your Baby

Please call the Benefits Service Center at 1-844-548-7662 within 30 days of delivery to add your baby to your benefits. You must also submit documentation of the birth within this 30 day timeframe.

### Bonding Time

**Non-Exempt** – We will supplement bonding time with accrued available flexible time off. If there is no accrued available flexible time off, bonding time is unpaid.

You may reserve 5 accrued available flexible paid time off upon written request to [benefits@tribpub.com](mailto:benefits@tribpub.com).

**Exempt** - Your FMLA bonding time is unpaid.

If you request bonding FMLA because of a birth, adoption or foster care placement of a child AFTER receiving disability pay, the bonding period is unpaid because you have exhausted the five weeks of paid FMLA during the paid STD period. FMLA runs concurrently with STD; therefore, the first five weeks of STD is counted towards your five weeks of FTO eligibility.

If you return to work after your disability is ended, your leave of absence would end. It would be at the discretion of your manager/department head if additional FTO would be allowed. It would be the responsibility of you or your manager to apply any additional FTO to your Workday calendar for this time.

**CA and NJ Employees:** If you are a California or New Jersey employee and non-exempt, we will supplement up to 2 weeks of available accrued flexible paid time off. You are also eligible for "Paid Family Leave" from the state. It is your responsibility to apply.

### Contact Information

**Request Leave**  
855-832-9585

**Check Leave Status**  
Disability – 888-440-6118  
FMLA – 877-353-7188

**Return to Work Hotline**  
855-832-9585, Option 4

**Empyrean**  
1-844-548-7662