



Leave of Absence Guide

We understand that you may have questions while you plan for your leave of absence. The information below is intended to assist with general and common questions regarding the leave process and eligibility. If you have specific questions you may contact your HR team or send an email to leaveofabsence@belk.com.

Eligibility

Belk Leave of Absence Eligibility	
Leave Types*	Eligibility
<ul style="list-style-type: none"> • FMLA (Unpaid) 	Employed for one year and worked at least 1,250 hours. FMLA supports both continuous and intermittent leaves.
<ul style="list-style-type: none"> • Company Leave (Unpaid) 	Full or Part-time status working a minimum of 20 hours. FTE status in WorkDay must be 50% or more to qualify. Company leave supports both continuous and intermittent leaves.
Belk Pay Provisions	
Pay Type	*Eligibility and Pay Information
<ul style="list-style-type: none"> • Maternity 	Full-Time associates (30 hours or more per week) are eligible for 100% paid time off for 6 or 8 weeks. Funds are paid through normal payroll processing. Accrued benefit time may be used after the receiving total eligible maternity pay.
<ul style="list-style-type: none"> • Paternity 	Full-Time associates (30 hours or more per week) are eligible for 100% paid time off for 2 weeks. Funds are paid through normal payroll processing. Accrued benefit time may be used after the receiving total eligible Paternity pay.
<ul style="list-style-type: none"> • Adoption 	Full-Time associates (30 hours or more per week) are eligible for 100% paid time off for 2 weeks. Funds are paid through normal payroll processing. Accrued benefit time may be used after the receiving total eligible adoption pay.
<ul style="list-style-type: none"> • Short Term Disability 	Full-Time associates (30 hours or more per week) are eligible for up to 12 weeks of pay at 60% of their annual benefit rate. Funds are paid through normal payroll processing. <ul style="list-style-type: none"> • There is a 7-day unpaid elimination period before STD benefits begin. • Associates may enter accrued benefit time to receive 100% of their normal earnings during this time. • Associates may enter accrued benefit time receive their normal pay once STD benefits begin.

**To receive pay for any of the above pay types, there must be an approved leave with Lincoln Financial.*

Policies are available on www.mybelkbenefits.com



Frequently Asked Questions & Answers

Q: How do I initiate a leave of absence?

A: If you need to take a leave of absence (continuous or intermittent) you must contact Lincoln Financial to initiate the process. Please call 888.257.2786 or go to their website (www.MyLincolnPortal.com) to initiate the leave process.

Q: Who do I contact for a Military Leave of Absence?

A: Please contact Lincoln Financial for all military related leaves of absence. Belk has specific policies regarding compensation related to military leave, please submit a copy of your orders to leaveofabsence@belk.com for review.

Q: What type of leave should I request?

A: Both company and federal leave offer a continuous and intermittent leave option. A **continuous leave** applies when you will be absent for a specific period with no breaks in the absence. An **intermittent leave** applies when you need to be absent for separate blocks or periods of time (i.e., flare ups, ongoing appointments, etc.).

Q: Where do I send my medical documents?

A: All medical documentation related to your leave of absence should be sent directly to Lincoln Financial. You are not required to provide anyone with medical documentation related to your leave other than Lincoln Financial.

Q: How do I request an extension or change the dates of my approved absence?

A: Contact Lincoln Financial at 888-257-2786 if you need to change your dates or your leave extended.

Do I accrue benefit time while I am on a leave of absence?

A: During a continuous leave of absence you will stop accruing paid time off. Your PTO accrual will resume on the next eligible accrual date after your return from leave of absence. *Please see the Paid Time Off policy on www.mybelkbenefits.com*

Q: How do I report my intermittent leave time while I am on an approved intermittent leave?

A: When calling you are responsible for notifying both Belk and Lincoln Financial of time away (or your family member's) serious health condition, you need to clearly state the absence is related to the approved intermittent leave. You also need to contact Lincoln Financial as soon as possible to report the time used. *The instructions to report intermittent time to Lincoln Financial are included in the leave approval letter from Lincoln Financial.*

Q: How will I pay for my benefits while I am on an approved leave of absence?



A: If you are receiving any form of payment from Belk while you are on a leave of absence, all normal deductions including benefit premiums will apply. If you are not receiving payments from Belk, you are responsible for paying your benefit premiums directly to Belk. Please contact the benefits team at 800.588.3700 to discuss payment options.

Q: Can I use benefit time (PTO/SICK) while I am on a leave of absence?

A: Yes, depending on the type of leave you have been approved for you may be eligible to use accrued benefit time. Please work with your local HR team if you would like to use benefit time while on an approved leave of absence. You may not receive more than 100% pay.

Q: How will I receive my pay if I am approved for disability benefits?

A: In order to receive short- or long-term disability payments you must have an approved claim with Lincoln Financial.

- **Short-term disability** is processed by Belk payroll and paid on our regular payroll cycle. Your funds will be paid using the same method you receive your payroll funds. All normal Benefit deductions will be deducted.
- **Long-term disability** is paid directly by Lincoln Financial and is not processed by Belk payroll.
- **Please note if you are approved for STD payments after payroll is complete you will receive your payment on the next Pay cycle.**

Example if approved on 5/22/19, payroll has already finalized for that pay period, the next file from Lincoln will come to Belk on the next Payroll Week which would be the week of June 3rd, 2019.

Q: Who do I contact if I am on an approved leave of absence and I have questions about my pay?

A: Please email leaveofabsence@belk.com for pay related questions while you are on an approved leave of absence.

Q: Will I have access to WorkDay while I am on an approved leave of absence?

A: Yes, you will have access to self-service functions only while you are on an approved leave. If you are a manager of a team, you won't see your manager options.

Supervisory Org

If you are a manager of people and have a supervisory org, your supervisory org will be disabled, and your manager will inherit your supervisory org.

[email access](#)

When you are on a continuous leave of absence, your email access will be disabled beginning on the start date of your leave.



Out of Office Auto Response

- If you are able to, it is recommended that you set up your out of office auto response prior to your last day worked.
- **Managers:** To set up an out of office auto response for an employee on leave contact ID_Admin@belk.com

Workday

Access

If you have a LAN ID, your account will be disabled while on leave. On the first day of your leave, you will receive an email to your personal email address that is on file in Workday with login information to access Workday while on leave.

- Ensure your personal email address is updated in Workday
- To reset your Workday login, please email ID_Admin@belk.com

- Upon return, please contact HRSharedServices@belk.com to restore your supervisory org.
- **Managers:** You can request that your associate's supervisory org is restored on the return to work date, by contacting HR Shared Services 1-2 business days prior to the return date.

voicemail

While on leave, your phone and voicemail will remain active.

Out of Office voicemail setup

- If you are able to, it is recommended that you set up your out of office voicemail greeting prior to your last day worked, including the following:
 - Planned timeframe for being out of the office
 - Who to contact during your absence, providing their contact information
- To update the voicemail greeting follow the below steps:
 - Dial the phone number (dial 4-digit extension from BSS IP Phone or dial 10-digit phone number from Cell/Outside), wait until you reach voicemail greeting.
 - Then Press the star [*] key to access VM setting
 - It will prompt to enter Id and Pin followed by #. The Id is 4-digit extension number and use the voicemail pin
 - Press 4 to access Setup options
 - Press 1 to listen to your current greeting
 - Press 2 to record a new greeting, and press # when you finish recording
- **Managers:** To set up an out of office voicemail greeting for an employee on leave contact the Help Desk at ext. 4444.
 - The associate's voicemail PIN will be reset, and a new PIN given to the manager.
 - To update the voicemail greeting use the above steps



- **Managers:** To ensure badge access is restored, please send an email to RMCStaff@belk.com prior to the return date of your associate.

Q: What do I need to do when I am ready to return to work?

A: Complete the required return to work document provided in your leave of absence paperwork. You are only required to submit this documentation when you have been on a leave for your own personal condition. You will not be permitted to return to work without a completed return to work document on file. If your approved leave of absence is for the care of someone other than yourself, please contact your store at least 2 days prior to the day you plan to return to work and email HR Shared Services, at HRSharedServices@Belk.Com

Q: What if I am ready to return to work before my approved leave has ended?

A: You must submit a completed return to work notice to return to work. If you do not need to use the remaining time that has been approved, please contact Lincoln Financial to make them aware you have returned to work. If you do not notify LF, the approved leave on file will count against your leave entitlement.

Q: What happens if I am not ready to return work after my approved leave has ended?

A: If your approved leave has ended and you need additional time you must request an extension through Lincoln Financial. You are notified by LF when your leave has ended, and you are responsible for requesting an extension. Lincoln Financial will let you know what if any documentation is required to approve an extension of your leave.



Reporting Your Disability Claim/Leave

The **Belk, Inc.** Short-Term Disability Policy and Family & Medical Leave are administered by Liberty Life Assurance Company of Boston, a Lincoln Financial Group company.

Lincoln Financial Group is available 24 hours a day, 7 days a week and offers employees direct access to claims/leave resources and information. You can easily report a claim/leave and check its status through Lincoln Financial Group's dedicated secure website or by telephone. Please visit www.MyLincolnPortal.com to access employee resources and online tools, as referenced below.

When Do I Report a Claim/Leave?

Your own serious illness, disability, or maternity leave: You may report a claim up to 30 days in advance of a planned disability absence OR as soon as you are aware that you will be disabled due to illness or injury for **14** or more calendar days.

Your family member's serious illness, military leave, or your own intermittent leave: You may report a leave when you will be out of work for more than 3 consecutive days or intermittently to care for an immediate family member suffering a serious illness or to care for a newborn, foster or adopted child.

How Do I Report a Claim/Leave?

1. Contact your supervisor to report your absence.
2. Print this document, sign and date the Authorization to Release Information section below, and leave with your physician or medical care provider at your next visit.

Note: Lincoln Financial Group requires your physician to provide information about your medical condition. If this information cannot be obtained, benefits may be delayed.

3. Report your claim/leave via www.MyLincolnPortal.com. First time users must register using Company Code **BelkInc.**

Please have the following information available when you report your claim/leave:

- Your physician or medical care provider's name, address, fax and telephone numbers
- Your manager's name, telephone number and e-mail address
- Reason you are out of work (diagnosis/symptoms)
- Your last day worked, first day absent from work, and anticipated return to work date

Or you can call **1-888-257-2786** and speak with an Intake Specialist to report your claim/leave.

4. Keep a record of your claim/leave number. Reporting your claim/leave online provides the added convenience of printing a report which includes your claim/leave number and a summary of your claim/leave details.
5. You may securely check the status of your claim/leave online at www.MyLincolnPortal.com or by calling your Case Manager at **1-800-291-0112** or Leave Specialist at **1-888-257-2786**.

Authorization to Release Information

I authorize any health care provider having information about my physical or mental condition and treatment to give all information to the Company in the Lincoln Financial Group of companies and/or Plan Sponsor to which I am submitting a claim. I understand the information obtained by this Authorization will be used to determine eligibility for benefits. Information obtained under this Authorization or directly from me may be released to persons/organizations providing medical treatment or claim management/advisory services in connection with my claim, including Employee Assistance Programs (EAP), or other similar disease management/assistance programs providing services to the Plan Sponsor and/or the Company. This Authorization is valid for two years from the date appearing below with my signature. I have the right to revoke this Authorization by notifying the Company. I know that I may request a copy of the Authorization and I agree that a photographic copy shall be as valid as the original.

Employee Signature

Date

Print Employee Name