



## U.S. Medical Leave of Absence Checklist: California Employees

- Review the following [resources](#) prior to filing your disability claim with Lincoln Financial:
  - [Medical Leave Video](#)
  - [Medical Leave California FAQ](#)
  - [Leave of Absence Policy](#)
  - Review [the impact to your benefits while on a leave](#)
  
- Initiate your Medical Leave online at MyLincolnPortal approximately 30 days before your leave begins.
  - Open your claim by visiting [MyLincolnPortal](#) and entering **Company Code: ADOBELOA**. You may also call a Lincoln Financial intake specialist at **1-800-459-3772**. Provide your expected leave start date (your first day out of the office).
  - If you've never taken a leave of absence (LOA), choose *New User* and create an account.
  - You will need your Adobe employee ID number, which can be found on [Workday](#) under *My Information*.
  - Lincoln Financial is available to assist you with any questions you have about your Medical Leave, including when your leave entitlement ends.
  - If you are enrolled in Adobe's Voluntary Disability Insurance (VDI) plan, any disability payments will come directly from Lincoln Financial and you are not required to file with the state. Employees residing in California are automatically enrolled in Adobe's VDI plan. However, if you have opted out of VDI, contact Lincoln Financial for assistance to receive State Disability Insurance (SDI) benefits. To confirm your VDI enrollment, contact your Lincoln Case Manager.
  
- Complete the Medical Authorization to Release Information form and submit the Lincoln Financial Direct Deposit form:
  - Sign and date the Lincoln Medical Authorization to Release Information form and leave it with your medical care provider before your leave begins. This form is available on [MyLincolnPortal](#). Log in with **Company Code: ADOBELOA** and click on *Forms* at the top of the page. You can give this form to your physician as early as he/she will take it; be sure he/she has it by the time your medical leave begins.
  - Lincoln will mail you the Direct Deposit form after you have filed your medical claim. Submit the form to Lincoln Financial to set up direct deposit for your Short-Term Disability (STD) and/or VDI checks.
  
- Notify your manager of your leave plans as soon as possible but no less than 30 days before your leave begins. This notice is so that your manager can plan for business coverage during your absence. You are required to notify your manager of your leave start date (your first day out of the office), expected return-to-work date and any change in those dates.
  
- At least 1 week before your leave start date: If you have any business-related approved expenses that you haven't submitted, you will need to submit them prior to your leave via Concur.
  
- Before returning from your leave, contact your manager and Lincoln Financial to confirm your return to work date.