



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

- Review the following [resources](#) before filing your disability claim with Lincoln Financial**
  - [Medical Leave Video](#)
  - [Medical Leave Non-California FAQ](#)
  - [Leave of Absence Policy](#)
  - Review the [impact to benefits while on a leave](#)
  
- Open your Medical Leave claims online at [My Lincoln Portal](#) approximately 30 days before your leave is to begin.** Open your disability claim by accessing and entering **Company Code:** ADOBELOA. You may also call a Lincoln intake specialist at **800-459-3772** to initiate your claim. Provide your expected leave start date (your first day out of the office).
  - If you've never taken a 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 is available to assist you with any questions you have about your Medical Leave, including when your leave entitlement ends.
  - For employees working in NY and NJ, you are entitled to a statutory benefit through the state disability program, which Lincoln also administers. These payments will come directly from Lincoln and no action is required to receive these payments.
  - For employees working in RI, WA, HI and you must apply for State Disability Insurance (SDI) directly with the state, in addition to opening a leave claim with Lincoln. Your Lincoln Short Term Disability (STD) checks will be reduced by your estimated SDI benefit amount, even if you don't apply with the state.
  - For employees working in all other states, outside of NY, NJ, WA, RI, and HI, Lincoln will administer your leave and all disability payments will come directly from them.
  
- Make sure that you complete the Medical Authorization to Release Information form and submit the Lincoln 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.com](#) Login 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 via secure mail once you have filed your medical claim. Submit the form to Lincoln via secure email to set up direct deposit for your Lincoln Short Term Disability (STD) 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.
  
- Prior to returning from your leave, contact your manager and Lincoln to confirm your return to work date.**