

TAKING A LEAVE OF ABSENCE

STEP-BY-STEP GUIDE

Step 1:

Notify your Manager of your need for a leave.

Step 2:

Log in to lincolnfinancial.com and click register in the upper right-hand corner. Under the Individuals tab, click “register now” and enter your personal information. During the registration process, you will select “other employee benefits” and enter SPROUTS to register to file within 2 business days.

Step 3:

Sprouts requires that you use your sick time (if applicable) and vacation time while on your leave of absence. See the “Benefits While Out on a Leave” document located on BeWell on how to maintain benefits while not working.

Step 4:

Complete and return your leave and/or disability packet to Lincoln Financial within 15 days. If you are eligible for short term disability benefits, Lincoln Financial will set up your claim along with your leave.

Step 5:

To file an extension of an existing leave:
Notify your manager, and
Contact Lincoln Financial prior to your last “approved through” date.

Step 6 (*applies for your own medical condition*):

Notify and provide a release to your manager up to 7 days in advance or the day of your return. If you have restrictions on your return to work, those will need to be evaluated by the Sprouts internal leave team at LOA@sprouts.com to determine if an accommodation is possible. Report your return to work date to Lincoln Financial as soon as possible in order to avoid an overpayment of disability pay.

CONTACT INFORMATION:

lincolnfinancial.com

First-time users will need to register for a new account.

Lincoln Financial

800-213-7646