



Leave of Absence Toolkit

For Employees

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Employee Leave Checklist

BEFORE YOUR LEAVE

- ✓ Talk with your manager as soon as possible (see timeframes on [pages 5-9](#)) before your leave
- ✓ Contact Lincoln Financial Group (LFG) about your leave, as well as Global HR Service Support with any questions (if you are unable to report your leave, a family member can do so)
- ✓ Initiate your leave through LFG
Once you have initiated your leave, LFG will provide you with a detailed leave packet including your eligibility and required actions. You will receive this packet via US mail. Please provide all information by the required due date
- ✓ Be sure your personal information is up-to-date in Workday

DURING YOUR LEAVE

- ✓ Complete any paperwork required by LFG
- ✓ Keep your manager and LFG up to date on your leave status and expected return-to-work date (your manager should report this date to Global HR Service Support)
- ✓ For STD, Paid Parental Leave, or FMLA, work with your doctor(s) to provide medical information
- ✓ Pay your benefits premiums
- ✓ Contact the Iron Mountain Benefits Center to update your benefits, dependents, and beneficiaries, if applicable

RETURNING TO WORK

- ✓ If your leave is for your own medical condition, contact your physician to get a medical release. Review your job description and duties and discuss any job accommodations — such as a modified work schedule or physical limitations— with your doctor
- ✓ Confirm your return-to-work date with your manager and LFG, and provide a medical release, if needed

Planning Your Leave

Where Do I Start?

Are you considering taking a leave of absence? If so, you may have questions about the types of leave available.

There are leaves available due to your own situation, and others due to caring for family members:

Your Own Leave

Reason For Leave	Applicable Types of Leave*
Your own medical leave	
You have a non-work-related injury or illness	Short-Term Disability (STD)/Long-Term Disability (LTD) Family Medical Leave Act (FMLA)*
A work-related injury or illness	STD/LTD (offset and predicated by Workers' compensation state law) FMLA* Workers' Compensation
You are giving birth	STD (Maternity Leave) FMLA* (Maternity Leave) Parental Leave
Your own non-medical leave	
You are serving in the military, either on reserved or active duty in the event of a national emergency	Military Leave of Absence*
You need to take time off work for personal reasons	Personal Leave (unpaid)*

* There may be additional applicable state leave laws available. Contact Lincoln Financial Group (LFG) for more information.

Planning Your Leave

A Family Leave

Reason For Leave	Applicable Types of Leave*
Adding to your family	
Your spouse or domestic partner is giving birth	FMLA* Paid Parental Leave
You are caring for your newly-born child	FMLA* Paid Parental Leave
You are adopting or fostering a child (age 17 or younger)	FMLA* Paid Parental Leave
Caring for your family	
Caring for a parent, spouse, or child if they are injured or have a serious health condition	FMLA* Personal Leave (Unpaid)
Caring for a covered service member who is a parent, spouse, or child and is on "covered active duty" or is injured as a covered service member	FMLA* Personal Leave (Unpaid)
Caring for an extended family member if they are injured or have a serious health condition	Personal Leave (Unpaid)*

Planning Your Leave

Initiating Your Leave

- Speak to your manager about your planned leave as soon as possible.
- Contact Lincoln Financial Group (LFG) at www.lincolnfinancial.com (you will need to register; the Company Code is IronMountain). Select "Start a claim or leave of absence," answer the questions, and choose "Submit." Or call LFG at **800-213-1532**.
 - You will receive communication directly from LFG. LFG will either approve the claim, request more information or deny the claim. It is your responsibility to follow up with LFG if they request additional information in order for your claim to be processed in a timely manner. All claim information can be found on the LFG portal. Contact Global HR Service Support if you have questions.
- For applicable state leaves, see your state's leave of absence website for more information.

For more information, please see [How to Report Your Absence Online](#)

Don't Forget to Add Dependents to Your Coverage

Visit the Iron Mountain Benefits Center (powered by bswift) to enroll a new dependent (for a new child, within 30 days of the birth or adoption date). You will be required to provide documentation to verify eligibility. Also, consider updating your beneficiaries.

Please note, for Jury Duty and Bereavement leave, you only need to contact your manager, and not LFG. You are also encouraged to reach out to Resources for Living (RfL) for support.

While You're On Leave

Your Responsibilities

Communication

It is your responsibility to stay in contact with your LFG case/claim manager by phone and email, and to advocate for yourself with your doctor(s). LFG will require updated medical documentation from your doctor(s) to support the medical reasons you are unable to work (as applicable).

It is also important you stay in contact with your manager and keep communication channels open during your leave.

Benefits While On Leave

Expect to be directly billed for benefit premiums to continue the health and welfare benefits you are enrolled in prior to your leave. You will be billed by the Iron Mountain Benefits Center (powered by bswift). The billing notice will provide details of the payment options available to continue your benefits during your leave. Benefits will be cancelled if not paid in a timely manner.

Company-paid benefits (for example, Basic Life Insurance) will continue for 12 months.

For your 401(k), contributions, the employer match and any loan payments will continue if you receive pay from Iron Mountain payroll. They will not be applied to payments you receive from LFG under STD, LTD, or other paid leaves. If you have an outstanding loan, you may suspend your loan repayments while on leave for up to one year. Or, you may continue to make loan repayments directly to Fidelity while you are on leave through the [NetBenefits](#) website.

You must take any available wellbeing or vacation time as part of personal or FMLA leave. Wellbeing and vacation time do not accrue while on a leave of absence. They begin accruing upon your return to work, as though the period of leave counted as active service.

Benefits will end after 12 months of LTD.

Benefits directly billed through bswift:

Medical, Dental, Vision, Supplemental Life, Spouse Life, and Child Life Insurance

Benefits directly billed from the provider:

Critical Illness, Hospital Indemnity, Accident, Legal, and ID Protection benefits, as well as Home, Auto, and Pet Insurance

Deductions will stop while on leave (and recalculate upon return to work) for:

Health Savings Account (HSA), Health Care Flexible Savings Account (FSA), and Dependent Care FSA

While You're On Leave

Resources to Support You

Resource	When To Use	Contact Information
IRMBenefits.com	For general questions about your leave or benefits during your leave	<u>Benefits/Time Away/Leaves</u>
Lincoln Financial Group (LFG)	To initiate or follow up on your specific leave	<u>www.lincolnfinancial.com</u> (Company Code: IronMountain) or 800-213-1532
Global HR Service Support	For other questions	Email irmHR.NAM@ironmountain , visit <u>MyMap</u> or <u>855-IM-ASK-HR</u>
PERKY Leave	The PERKY tool offers an intuitive way to explore your parental leave options and estimate your income while on leave to help you plan	<u>PERKY Leave</u>
Resources for Living (RfL)	If you would like to connect with a care partner online, ask questions, or get access to counseling sessions and resources	<u>Resources for Living</u> or 833-657-2102
Maven	If you're enrolled in one of Iron Mountain's medical plans administered by Aetna, you can use this family building support program for every path to parenthood. You can video chat or message about topics like fertility, IVF, pregnancy, adoption, surrogacy, and other topics	<u>Mavenclinic.com/join/aetnafamily</u>

After Your Leave

Returning to Work

Communication

Keep in touch with your manager leading up to your return to work. **Upon returning to work, confirm with LFG so they will know to stop your payments. If payments continue from LFG upon your return to work, you will be liable to pay them back.**

Accommodations

If needed, work with LFG and your healthcare provider to determine if reasonable accommodations are needed for your return. If so, this may require an interactive process involving conversations between you, LFG, your leadership team, and Iron Mountain HR to determine if you are able to be accommodated.

Intermittent Leave

If you are taking any portion of your leave intermittently, open and clear communication with your manager, HR, and LFG is critical.

Military Leave

To return to work at Iron Mountain after your leave, follow the guidelines based on the duration of your service outlined on **IRMbenefits.com**, [Military Leaves](#). When you return to work, your time spent on military leave will count toward your eligibility for FMLA leave. If you fail to return to work on the date you specified when you requested leave, or you don't notify Iron Mountain that you intend to return to work, the company will consider these actions your resignation.

Understanding Types of Leave

Leave Type	Who is Eligible?	When to Notify	What is it?
Short-Term Disability (STD)	Regular full-time Mountaineers scheduled to work 30 or more hours per week	As soon as you are aware of the leave	Partial income replacement if you are disabled and unable to work because of a non-work-related illness or injury (including childbirth). STD is fully paid for by Iron Mountain and provided at no cost to you. Benefits begin after an elimination period of seven days of absence from work for illness, up to a maximum of 26 weeks, measured back to the first day of the elimination period: • Weeks 1–8: 100% of base pay (your base rate of compensation not including commissions, overtime or premium pay, bonuses, or any other additional compensation) • Weeks 9–26: 66.7% of base pay For employees in states that provide paid leave plans: To receive your full disability payment, you must apply for all eligible state leave benefits. The amount you are entitled to from the state will be deducted from your disability benefit, regardless of whether you actually file a claim.

Understanding Types of Leave

Leave Type	Who is Eligible?	When to Notify	What is it?
Long-Term Disability (LTD)	Regular full-time Mountaineers scheduled to work 30 or more hours per week; eligibility may differ for those covered by a collective bargaining agreement	Unless you hear from LFG before your STD leave ends, notify 16 weeks after your date of disability, or as soon as you know your disability will extend beyond 26 weeks	Partial income replacement for an approved long-term disability. Your LTD benefit is equal to 60% of your base pay, up to \$15,000 per month. Any benefits you receive from Social Security, Workers' Compensation, or retirement plans will offset the amount you receive. This benefit applies for eligible Mountaineers who are not able to return to work after the greater of the end of Short-Term Disability benefits or 180 days.
Paid Parental Leave	Regular full-time Mountaineers scheduled to work 30 or more hours per week and are: · The birth parent of a newborn child · The spouse or domestic partner of the birth parent · Adopting or fostering a child (age 17 or younger)	30 days before your desired leave date, but no later than 15 days after the start of a leave	Iron Mountain provides paid time off from work after the birth, adoption, or fostering of a child. You may receive up to a maximum of eight weeks of paid parental leave. You can take paid parental leave continuously or intermittently. You're allowed to take time in weekly increments or all at once. You must use all paid leave time within the first 12 months after the birth, adoption, or fostering of your child. Mountaineers in some states may be eligible for additional benefits under state-mandated temporary disability income laws. Contact LFG for more information. Mountaineers in San Francisco are eligible for additional <u>paid parental leave benefits</u>.

Understanding Types of Leave

Leave Type	Who is Eligible?	When to Notify	What is it?
Family and Medical Leave Act (FMLA)	Mountaineers who are continuously employed by Iron Mountain for 12 months and work at least 1,250 hours	As soon as you are aware of the leave	Mountaineers may take up to 12 weeks of unpaid, job-protected leave in a 12-month period for family or medical reasons, including: • Managing your own serious health condition • Caring for a spouse, child, or parent who has a serious health condition • Caring for a newborn baby, adopted child, or newly-placed foster child(ren) FMLA may be taken continuously or intermittently and runs concurrently with STD and other leave programs.
Personal Unpaid Leave of Absence	Mountaineers who obtain manager approval	As soon as you are aware of the leave	Iron Mountain allows you to take unpaid time off from work for personal reasons, so you can take care of your physical and emotional wellbeing. Before requesting unpaid personal leave, check to see if the reason for your leave is covered by another program, such as FMLA. Your unpaid leave request must be approved by your manager and is subject to business needs. Unpaid personal leave time can last up to 30 calendar days in a 12-month period, and no more than once per rolling 12-month period.

Understanding Types of Leave

Leave Type	Who is Eligible?	When to Notify	What is it?
Military Leave	Under the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), if you enter the military or “uniformed services,” you may take military leave without pay and will be provided reinstatement and retention rights in accordance with the provisions of that law	No later than 15 days after the leave begins	If your leave is approved, Iron Mountain will pay you up to 10 days of your normal salary or hourly rate of pay per calendar year to cover your Military Leave. You may use any previously accrued vacation (paid leave time), during the military service, but are not required to do so. You may not use accrued paid wellbeing time during Military Leave. We also offer family military leave for Mountaineers who have a spouse or parent who has been called to active military duty. See our Military Leave Policy for details regarding the types of uniformed services that qualify you for leave.
Jury Duty	Mountaineers summoned to jury duty	Upon receipt of jury duty notice	Iron Mountain provides paid time off for full-time Mountaineers summoned to jury duty, including reasonable travel time. Mountaineers must notify their People Leader and provide a copy of the jury duty notice upon receipt. Full-time employees serving on a jury receive up to 30 days of paid leave; those in the jury pool but not placed on trial receive up to 14 days. Part-time employees are entitled to unpaid leave for jury duty and receive only jury duty pay from the Court.

Understanding Types of Leave

Leave Type	Who is Eligible?	When to Notify	What is it?
Bereavement Leave	Regular full-time Mountaineers scheduled to work 30 or more hours per week	As soon as you are aware of the leave	Iron Mountain offers bereavement leave for the loss of any immediate family member, which includes: • Spouse/domestic partner • Child or stepchild (includes children of domestic partner if the domestic partner affidavit has been completed and verified) • Unborn child, due to miscarriage • Parent • Brother or sister • Grandparent or grandchild • Legal guardian or ward • Aunt or uncle • Cousin • Niece or nephew • In-laws (mother, father, son, daughter, grandparents, brother, or sister); includes same- or opposite-sex domestic partner in-laws At the discretion of your manager, you may be allowed to take up to five days of paid leave. If you need more time off, talk to your manager.

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