



GAMECHANGER MATERNITY LEAVE SALARIED/FULL TIME TEAMMATES



Dear Teammate:

As you begin to plan for your upcoming leave of absence, we wanted you to know that DICK'S Sporting Goods has you covered!

We sincerely hope that the enclosed packet of information will help you fully understand the leave of absence (LOA) process and the impact LOA has on your pay and benefits. By providing you with step-by-step guidance of what you need to do and provide, you can then focus on more important things!

If you have any questions during your leave, please don't hesitate to contact the Leaves of Absence Team at 1-800-690-7655, ext. 3012 option 3 (Monday through Friday, 7:00 a.m. – 4:00 p.m. ET), or via email at loa@dcsg.com.

We wish you all the best while you're away from work and look forward to you being "back in the game" soon!

The DICK'S Sporting Goods Benefits Team



Maternity Leave of Absence



What to expect when you're expecting a maternity leave of absence at GAMECHANGER

1 Week unpaid Short-term disability leave/FMLA*

7 weeks
Short-term disability leave/
FMLA

8 weeks
Parental /
FMLA Leave

4 weeks
Optional
Unpaid

*Optional: You can use vacation days to cover the unpaid portions of your leave.
7-day elimination period for first week (Unpaid)

FMLA runs concurrent with Short-term Disability and Parental Leave for 12 weeks, when eligible.

Note: Salaried/Full-time teammates are eligible for short-term disability and parental leave after 30 days of service.



Paid Parent Leave – A Birthing Parent’s Journey

Type of Leave	Paid Time	Time to be taken in the following increments	Pay Mechanism and/or Amount	Duration to use time
Short Term Disability (STD) – 1 week waiting period (unpaid) applies	1 week (unpaid)	1 week	Optional: Vacation, Personal, or Paid Sick Time (where applicable)	N/A
Short Term Disability (STD) insurance benefits – up to 25 weeks <u>after</u> the waiting period; 8 weeks for a natural or c-section birth is standard. The 1 st week is the waiting period and remaining 7 weeks for STD income replacement benefits	7 weeks	All at once	70% of pay (not subject to federal, state or local taxes); benefit premiums are submitted to the DSG Benefits department	Based on approved medical documents (provided by your doctor to Lincoln Financial Group, GC’s STD benefit partner)
Paid Parental Leave (PPL)	8 weeks	In 1-week increments	100% of pay (subject to federal, state or local taxes)	6 months from date teammate becomes a parent
Total Leave Time for a birthing parent without complication	16 weeks: Optional: 1 week of Vacation, Personal, or Paid Sick time (where applicable) and 15 weeks paid by STD and PPL 20 weeks: Optional 4 additional weeks unpaid - Optional re-entry grant of 40 hours to be used within 15 weeks of your ‘return’ date to support a flexible schedule. Follow normal process for time off.			
Additional Considerations	- FMLA provides unpaid job protected leave for up to 12 weeks. FMLA runs concurrent with STD and PPL. - Certain states have Paid Family Medical Leave (PFML) benefits; please contact LOA@dcsg.com or Lincoln Financial at 1-888-729-1047 if you are unsure if you live in a state that provides these benefits. Some states require you to file with the state; other states have partnered with Lincoln Financial. - If possible, prepare at least 30 days in advance of taking a leave of absence. 1. Speak to your manager about your upcoming leave. 2. Begin filing your claim with Lincoln (Company code: DSGTM) by calling 1-888-729-1047 or by going online at https://www.mylincolnportal.com. - Unpaid time off (i.e., Personal Leave of Absence): if you need/want additional time off, you will need to file for a new personal leave of absence through Lincoln Financial after working with your direct manager/supervisor to gain approval.			

Before Your Leave Begins

Approximately 4-weeks prior to your due date

Report your upcoming maternity claim to Lincoln Financial

- Call 1-888-729-1047 or
- Register and file your claim online at www.mylincolnportal.com
 - You will need to create a username and password
 - Company Code - DSGTM

Lincoln will send a packet of information

- Complete and return the Authorization to Disclose Information about Me
- Complete and return the Certification of Health Care Provider for Employee's Serious Health Condition

Teammates working in **California, Colorado, Connecticut, Minnesota, Oregon, Rhode Island** or **Washington** are required to file for Temporary Disability Income through their respective state.

Teammates working in **Delaware, Massachusetts, Maine, New Jersey** and **New York** will receive disability payments from Lincoln.



After you deliver

If you have applied with Lincoln Financial prior to your expected delivery, contact Lincoln Financial to begin your short-term disability payments once the birth event occurs (necessary to begin your disability benefit)

- 1-888-729-1047
- Utilizing your claim ID number provided at the time of application

Email benefits@dcsg.com for a Change in Status form if you are adding your baby to medical coverage

- Must be submitted within 31 days of the date of birth

Return to Work

Touch base with your manager about two weeks prior to your return with your return date.

Contact the Leaves of Absence Team the day you come back to work for updated status

- 724-273-4331
- loa@dcsg.com

QUESTIONS?

Contact Lincoln Financial

888-729-1047

Or

Leave of Absence Department

724-273-4331

loa@dcsg.com