

SALARIED/FULL-TIME HOURLY TEAMMATES GUIDE TO MATERNITY LEAVE

1 REQUESTING LEAVE



CONTACT LINCOLN FINANCIAL 4 WEEKS PRIOR TO DUE DATE

- Call 1-888-729-1047 or
- Register and file your claim online at www.mylincolnportal.com
- Company Code - DSGTM

Information you will need:

- GC Employee ID Number
- Estimated due date
- Estimated return to work date



REVIEW INITIAL PACKET

You will receive an initial packet by mail. Review all documents and follow the instructions within the packet.



COMPLETE MEDICAL CERTIFICATION

Take the medical certification forms to your health care provider to complete. Return certification to Lincoln Financial.



INITIAL REVIEW AND DECISION

Lincoln will work with your physician to establish a partnership and obtain information regarding your short-term disability leave.

Lincoln will be in contact with you on the approval of your leave.

2 DURING LEAVE



REPORT BIRTH AND TRACK YOUR LEAVE

Contact Lincoln to report the birth of your child and to begin your short-term disability payments: 1-888-729-1047

- Track your leave online: www.mylincolnportal.com

Contact benefits@dcsg.com on how to add your baby to your benefit plans.



GET PAID & KEEP YOUR BENEFITS WHILE ON LEAVE

Here's what to expect to be paid while on maternity leave:

- 7 weeks Short-term disability (70% of your average weekly earnings, up to \$2,500 maximum benefit) – 1st week of STD is unpaid
- 8 weeks Parental leave to be taken in weekly increments within a 6-month period. Paid at 100% of average weekly wage
- Optional 4 weeks of unpaid leave

3 RETURNING FROM LEAVE

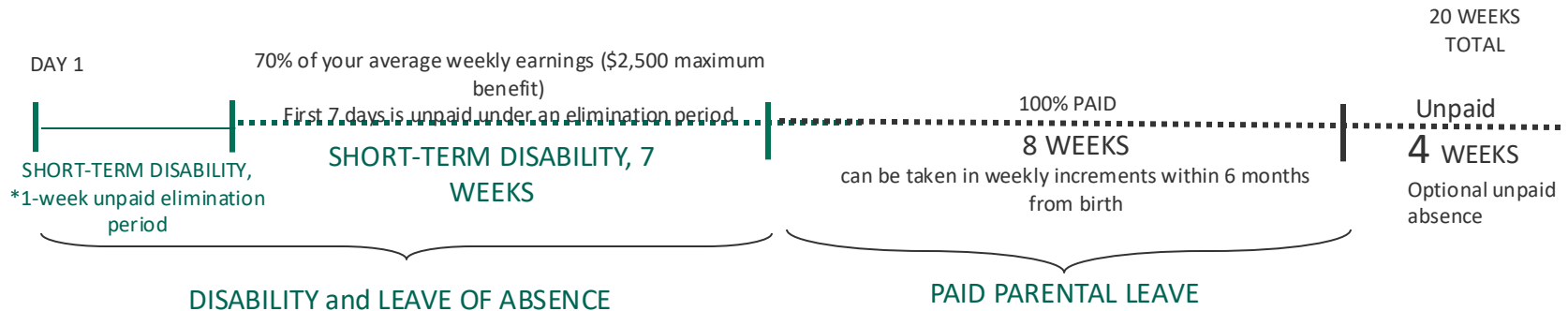


COMMUNICATE AND CONFIRM YOUR RETURN-TO-WORK DATE

- Touch base with your manager and the Leave of Absence Department with the date you are returning and provide a physician's release to DSG
- Notify the Leaves Team on your first day back in the office
Email: loa@dcsg.com
- 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.

GUIDE TO MATERNITY LEAVE

4 WHAT YOUR MATERNITY LEAVE LOOKS LIKE IN COMBINATION WITH PARENTAL LEAVE



*Optional: you can use vacation days to cover the unpaid portion of your leave. Contact loa@dcsd.com if you wish to do so.

ELIGIBILITY FOR MATERNITY LEAVE

Salaried/Full-time Teammates** – eligible after 30 days of full-time service

LINCOLN FINANCIAL LEAVES OF ABSENCE CONTACT INFORMATION

Online: www.mylincolnportal.com

Call: 1-888-729-1047

OTHER DSG BENEFITS AVAILABLE FOR MOMS:

Employee and Family Assistance Plan (EFAP) – a service dedicated to promoting wellbeing and life success for all DSG teammates and their household family members. Use Confide as you navigate life challenges and opportunities important to your overall health and wellbeing.

**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, Maine, Massachusetts, New Jersey and New York will receive disability payments from Lincoln Financial.

