Reporting Time on Your Intermittent Leave

You can report absence time 24 hours a day, 7 days a week. Just follow the steps below to report your time on your intermittent leave of absence.

When Do I Report My Time Not at Work Due to an Intermittent Leave of Absence Qualifying Reason?
Intermittent leave is leave taken in separate small increments of time due to a single illness or injury, rather than for one continuous period of time. This may include leave for periods of a few minutes or more to several weeks, the leave time allotted may be subject to your employer’s leave of absence policies.

- Time should be reported on an intermittent leave after you have received your initial letter from Leave Services up to 60 calendar days in advance of your absence and within 7 calendar days, by 11:59 pm EST, of your absence.
- You must also comply with your department’s normal call in procedures for each intermittent FMLA absence. Your supervisor or Human Resources representative can provide you with your departmental call in procedures. If these absence reporting procedures are not followed, those absences will not be approved for job-protected leave. In addition, if you wish to use annual or sick time during your intermittent FMLA absence, please follow your department’s normal paid time off request procedures.

How Do I Report My Time Not at Work Due to an Intermittent Leave Qualifying Reason?
You will need to contact Leave Services to report intermittent time through one of the following options:

- **My Lincoln Portal℠:** Use your computer or mobile device to connect to [www.mylincolnportal.com](http://www.mylincolnportal.com).
- **Phone:** To report intermittent hours, please contact Leave Services at (800) 213-5609, Option 4.

What Will I Be Asked When Reporting Time Not at Work Due to an Intermittent Leave of Absence Qualifying Reason?
Depending on the communication method you choose, you must provide the following information:

<table>
<thead>
<tr>
<th>Phone</th>
<th>My Lincoln Portal℠</th>
</tr>
</thead>
</table>
Company Code: GWUEE

The Company Code is only used to set up the mobile or [www.mylincolnportal.com](http://www.mylincolnportal.com) Options. It is a one-time use only.

<table>
<thead>
<tr>
<th>Employee ID – Needed for IVR Entry</th>
<th>✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermittent Leave ID number: 9091966</td>
<td>✓</td>
</tr>
<tr>
<td>Please note: Your leave ID number is located at the top of your leave acknowledgment or approval letter. You can also obtain this information via <a href="http://www.mylincolnportal.com">www.mylincolnportal.com</a>.</td>
<td></td>
</tr>
<tr>
<td>Date of Birth including month, day &amp; year</td>
<td>✓</td>
</tr>
<tr>
<td>Date &amp; duration of absence for which you are reporting time used</td>
<td>✓</td>
</tr>
</tbody>
</table>

### How to Check the Status of your Leave of Absence – 24/7

- When submitting intermittent time through a mobile device or desktop computer, you will not receive a confirmation note; however, you can check the status of your time or leave 24/7 via My Lincoln Portal™.
- After logging on, follow these steps:
  1. View an Existing Claim or Leave
  2. Click on the applicable Leave ID to see the Leave Detail
  3. Print or view Leave Time Applied Report

### Things to remember when Reporting Time Due to an Intermittent Leave of Absence Qualifying Reason?

- You may only report time not at work, on leaves that have been pended or approved and the time must fall within the approved leave begin and end date.
- Please make sure that you have all the information required on the chart above based on the communication method you choose to submit time under.
- After reporting intermittent time, it may not be viewable until the following business day.

### What Will I Be Provided?

If reporting via phone (IVR), after submitting your intermittent time you will receive a confirmation number. Please have a pen and paper available. **PLEASE DO NOT HANG UP UNTIL YOU HAVE RECEIVED YOUR CONFIRMATION NUMBER OR YOUR TIME SUBMISSION WILL NOT BE COMPLETED & REPORTED.**

If reporting via mobile or desktop computer, after submitting your intermittent time you will receive online confirmation that your report has been successfully submitted, and your employer will receive a confirmation email.