

Your Complete Guide Through Cision's Maternity Leave Process

20
22



QUESTIONS FOR CISION?

Email:
HR.Support@Cision.com

QUESTIONS FOR LINCOLN FINANCIAL GROUP?

Disability Claims (to submit a new claim) 1.800.713.7384
Current Claims - 1.800.291.0112STD

CISION® thrive 

Your Complete Guide Through Cision's Leave & Disability Process

INTRODUCTION

As a Cision Employee, you may qualify for the following benefits that are administered through Lincoln Financial Group.

- Family Medical Leave Act (FMLA) which would protect your job for up to 12 weeks of unpaid leave (runs concurrently with STD)
- Short Term Disability (STD)
- Long Term Disability (LTD)
- Paid Parental Leave
- Military (USERRA) Leave
- Additional leaves applicable to local state and federal laws

STEPS TO OPEN A CLAIM

- 30 days prior to your leave, contact Lincoln Financial Group to open your leave claim.
- Provide Lincoln Financial Group with your physician's information.
- Notify Human Resources and your manager when you are on leave
- Notify Lincoln Financial Group when you begin your leave and provide any documents requested.
- Enter 5 days of Sick Time in UKG Pro for your elimination period.

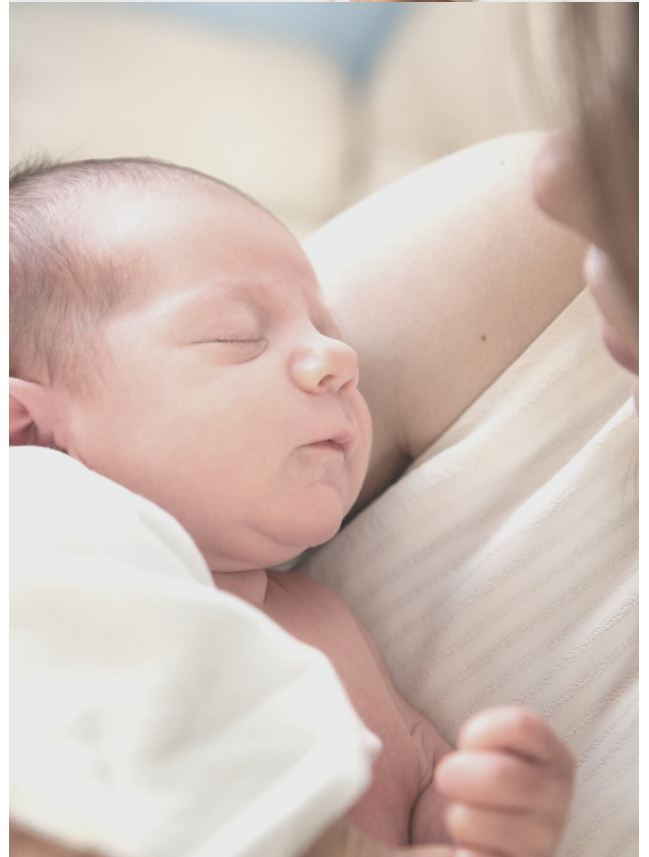
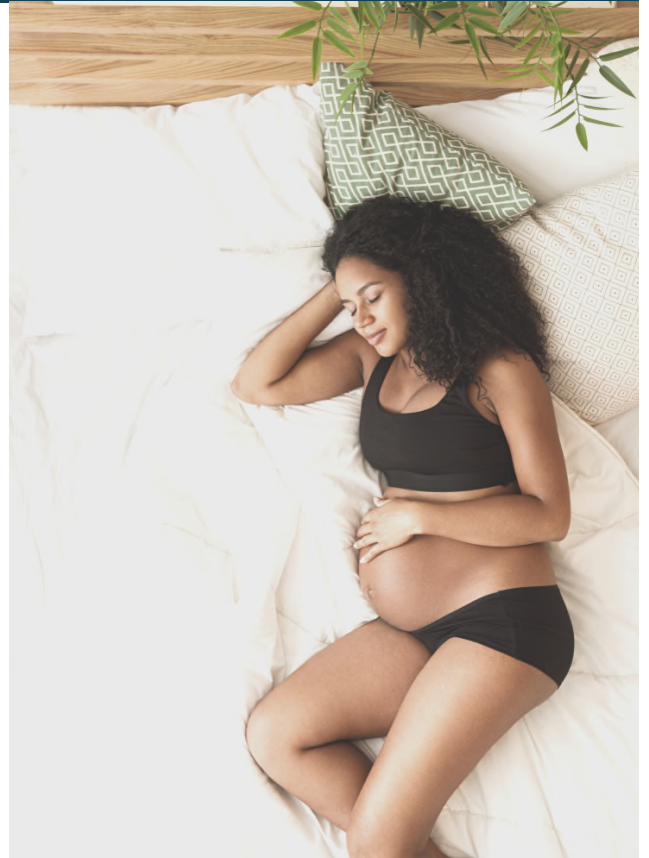
Your Complete Guide Through Cision's Leave & Disability Process

MATERNITY POLICY

As a Cision employee, you are eligible for a maternity leave beginning your date of hire. Maternity leave is managed by Lincoln Financial Group but is paid out by Cision via the regular payroll process.

Cision's maternity policy is as noted below:

- **Week 1** - Elimination Period - this would be sick time that you would enter in UKG Pro for the first 5 business days that you are out on leave. (If you do not enter this time in UKG Pro, you may go unpaid for this elimination period.)
- **Weeks 2-14** - Paid at 100% of base salary + a rolling 12 month average of your commission (if applicable)
- **Post-Return to Work** - 4 weeks of part-time return to work status to assist with easing the transition from maternity leave.
- **Baby Cash Bonus** - Cision will pay you \$1,000 in 'Baby Cash Bonus' on the last paycheck of the month following your full-time return to work from maternity leave.



Your Complete Guide Through Cision's Leave & Disability Process

MATERNITY LEAVE CLAIM PROCESS

This guide contains the steps you will need to follow to apply for maternity benefits and some important information about the claims process.

Step 1 – Notify Human Resources & Lincoln Financial Group.

It is important that you notify Human Resources and Lincoln Financial at least 30 days in advance of your expected leave.

Lincoln Financial Group is available 24 hours a day, 7 days a week, and offers employees direct access to claims/leave resources and information.

How to report your leave:

- **Online:** Report your claim/leave via www.MyLincolnPortal.com. First-time users must register using Company Code **CisionUS**. Please have the following information available when you report your claim/leave:
 - Your manager's name, telephone number, and e-mail address
 - The reason you are out of work
 - Your last day worked, first day absent from work, and anticipated return to work date.
- Once you have registered, you will then begin your claim by clicking on the button titled "Report a new Claim". (You can always check on the status of your claim by returning to the home page and clicking "I want to view an existing claim").

Your Complete Guide Through Cision's Leave & Disability Process

MATERNITY LEAVE CLAIM PROCESS

- Once you have completed the claim you will be contacted by your claims manager that will help you and be your point of contact throughout the remainder of the leave claims process. *Your claims manager will not reach out to you until about 15 days before your expected leave date. If you open your claim before the 15 days, your claim will be in a pended status and you will not be contacted by Lincoln Financial Group until the 15-day mark.*

Important Note: Cision does not approve claims. If you have any questions regarding your claim, you must contact Lincoln Financial Group directly. Lincoln Financial Group only notifies the Cision Benefits Team when a claim is filed and approved.

Step 2 - Notify Human Resources & Lincoln Financial Group of any major updates to your claim

It is important that you notify Human Resources & Lincoln Financial Group once you go out on leave. Please note that in many cases, your claim is not approved until you physically go out on leave. Therefore, it is important to keep all applicable parties updated on your claim.

Once you go out on leave, it is important that you enter your sick time in UKG Pro for your elimination period. If you do not enter this time in UKG Pro, Human Resources or your manager can also enter this time on your behalf.

Your Complete Guide Through Cision's Leave & Disability Process

MATERNITY LEAVE CLAIM PROCESS

Step 3 - Cision processes applicable payment

While Lincoln Financial Group approves your claims and leave, all forms of payment are made by Cision. Your approved payments will be made in accordance with the current Cision payroll calendar.

Cision does not process any disability payments until Lincoln Financial has approved your claim. To ensure you receive your payments on time, please be sure to open a claim with Lincoln Financial at least 30 days in advance of your leave and notify them as soon as you go out on leave.

If your claim is not approved by the close of the current payroll, your payment will be paid with the subsequent payroll. *You can find the current payroll calendar by visiting [UKG Pro > Myself > Company Info > Employee Resources > Payroll Calendar](#) or by clicking [HERE](#).*

Additional information on the Parental Leave Policy on page 65 of the employee handbook which is located on SharePoint under Human Resources.



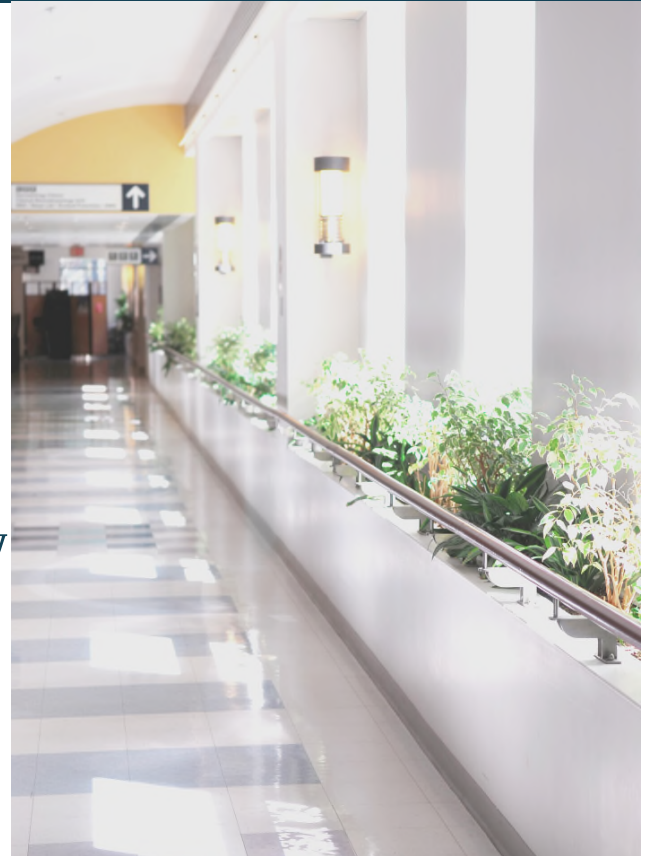
Your Complete Guide Through Cision's Leave & Disability Process

MATERNITY LEAVE CLAIM PROCESS

For employees who are paid commission:
For commissioned employees on an approved STD leave longer than 30 days, they will be paid STD commission based on the average monthly commission payments for the previous 12 months. Once a commissioned employee goes on leave, they will cease to receive credit or regular commission for any deals closed while on leave.

Step 4 - Keeping in Touch

Please be sure to keep in touch with all applicable parties, as to your return date. If this date changes from the originally approved date, it is important to notify your Lincoln Financial Group claims manager, Human Resources, and your Manager as soon as possible. It is imperative to keep everyone informed as this will ensure your leave and your approved STD/paid parental leave pay continues smoothly.



Additional Items For New Mothers

Step 5- Returning to work from leave (for new mothers)

To ease the transition of your return to work from maternity leave, Cision is offering all mothers returning from maternity leave the ability to work part-time for the first four weeks.

Please work with your manager to build out a flexible plan that works for you during your first four weeks back. Please ensure that you have discussed and have agreed on your flexible schedule 30 days prior to your return to work date.

Baby Cash Bonus

To celebrate you and your new addition to your family, Cision will pay you \$1,000 in 'Baby Cash Bonus' on the last paycheck of the month following your full-time return to work from maternity leave.

**The payment is made once per event per family. If there are multiple births or if both parents work at Cision, there will only be one payment made per event.*



Additional Items For New Mothers

ADDITIONAL ITEMS FOR NEW PARENTS

Step 6 - (Future Mothers) Adding your child to Cision Benefits – (TIME SENSITIVE)

When your child is born, the insurance company will temporarily put the child on the plan for 31 days. With those 31 days from the date of birth, you must follow the next steps exactly.

- Visit OKTA > Benefitfocus. For your convenience, you can also download the Benefitplace mobile app and complete these steps! Click on “I want to change my benefits” and add the child’s date of birth as the life event date. Re-select your benefits and add your dependents with the new child. You must make sure to finish the whole process as you will see a confirmation page at the end, save the confirmation for your records.
- When you get to the Social Security Number if you do not have a number for the child yet use 999-99-9999 then update the information within 30 days.
- In order for your life event to be approved, you will need to attach proof of birth (does not have to be a birth certificate, can be a birth notice from the hospital) documentation that has the birth parent’s name and child’s name with the date of birth to your life event in Benefitfocus.

Please email HR Support (HR.Support@cision.com) with any questions.

Cision's Flexible Time Off (FTO) Policy

ADDITIONAL ITEMS REGARDING FLEXIBLE TIME OFF (FTO) + LEAVE

Cision Benefits + Lincoln Financial Group manage your medical leave effective the date of your child's birth. Your Lincoln Financial Group managed leave will end 14 weeks after your delivery.

Apart from these dates and the leave managed by Lincoln Financial Group, you may request FTO time to extend your leave outside of what has been approved. This FTO time will need to be discussed with and approved directly by your manager.

To review the FTO policy, please visit our SharePoint page or refer to the communication emailed to all employees.