



# U.S WELCOME BACK FROM LEAVE GUIDE

Guidelines to support  
employees returning from  
a leave of absence

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# Welcome!

We are so happy to welcome you back!

The Welcome Back guide provides you and your manager with tools, resources and flexibility to assist with facilitating a seamless transition back to work after an extended medical leave. This guide will provide tips for a smooth return and ensure you and your manager discuss expectations as you transition to work.

This guide is intended for U.S.-based employees returning from an extended medical leave of absence (>3 calendar months/90 days, not including other non-medical leaves, personal leave of absences or [Flexible Time Off \(FTO\)](#). If you have any questions regarding this document, please reach out to the Cision Benefits Team ([employeebenefits@cision.com](mailto:employeebenefits@cision.com))



## Roles and Responsibilities:

- **Manager Role:** Managers play a critical role in supporting an employee who is returning from an extended leave of absence. The success of an employee's return to Cision is largely due to the consideration and planning completed by their manager and team.
- **Employee Role:** It's the employee's responsibility to keep Prudential and their manager informed about their estimated return date. Like the manager, the employee is expected to engage with their manager to build a transition plan, and to discuss schedule options.
- **[Cision Benefits Team Role:](#)** They are a support resource available to guide managers and employees through the Leave and Welcome Back process, to help or answer questions as needed.
- **Prudential:** Prudential is the third-party leave of absence administrator responsible for assisting with and managing the employee leave of absence period as well as obtaining return-to-work clearance from an employee's treating physician.

# Timeline and Actions

## Prior to Return from Leave

- ❑ Ensure your manager and Lincoln are updated with your expected return-to-work date.
- ❑ Touch base with your manager prior to your estimated return date. During this time, confirm your return date or provide your estimated return date, if still uncertain.
- ❑ If your doctor recommends accommodations upon your return, work with the [Cision Benefits Team](#) and your manager prior to your return to make sure the accommodations can be supported.
- ❑ Familiarize yourself with tips for a smooth return mentioned in this document.
- ❑ Check out Cision's Global Family Employee Assistance Program [Telus Health](#) for work/life resources.
- ❑ Prepare for a Check-in by making a list of expectations, feedback, or career development related topics you'd like to discuss with your manager.

## First Day Back from Leave

- ❑ Show up at the date/time/location previously agreed to with your manager/team.
- ❑ Advise the Cision Benefits team that you have returned to work. If you miss this step, this may impact your pay. Please reach out to the [Cision Benefits Team](#) with any questions or concerns.
- ❑ Schedule 1:1 time with your colleagues, teammates and direct reports (if any) to get caught up and projects and important details you may not be aware of. Be sure you have reviewed the tips for a smooth return.
- ❑ Attend a Check-in conversation with your manager and review transition plan, development related topics and goals together.

## First Month Back from Leave

- ❑ Schedule meetings with key stakeholders and colleagues to help you get up to speed on goals and business initiatives.
- ❑ Communicate regularly with your manager to share issues, questions, and what is or is not working for you.
- ❑ Consider joining an Employee Resource Group for support and connection.



# Tips for a Smooth Return

## Discuss Your Return with Your Manager

Touch base with your manager to discuss your transition back to work. Make a list of things you'd like to discuss during that meeting, such as:

- ❑ **A transition period.** If you've been away for an extended period, you might be overwhelmed by the prospect of fulltime work. Or, in the event you've been sick, you might not be physically able to work full time right away. In situations like these, discuss the possibility of a transition period in which you work flexibly in accordance with the [Cision Flex Policy](#). If you are a birth mother returning from parental leave, refer to the U.S. Parental Leave Document.
- ❑ **Think about what will work best for you and your team when you're planning your schedule.** Are there certain days of the week or certain periods of time (ex: quarter-end) when you should plan to work in the office? Are there any concerns to be aware of if you want to work an adjusted schedule? (See the [Cision Flex Policy](#).)
- ❑ **Accommodations.** If you have special healthcare needs, such as a wheelchair, special equipment, or a doctor- recommended reduced schedule, work with Prudential, your manager and the [Cision Employee Benefits Team](#) to discuss how the company can accommodate those needs.



# Tips for a Smooth Return



## Prepare yourself

Once you have workplace matters sorted out, here are some additional items to think about:

- ❑ **Mother's rooms.** If you're nursing or pumping, Mother's Rooms are available at Cision's offices for your privacy and comfort. For mother's returning from leave, please review our parental leave guide [here](#).
- ❑ **Cision resources and benefits.** Visit [benefitsatcision.com](https://benefitsatcision.com) to check out all of Cision's available resources and benefits. Refer [to Your Benefits During a Life Event](#) to see if you are eligible to change your benefits.
- ❑ **Decide whether to communicate the reason for your leave of absence.** You're under no obligation to tell your manager or coworkers why you took time off, nor should you feel like you must disclose private medical information. Whether you plan to discuss the reason for your leave or not, it's helpful to practice your response should someone ask you about it.
- ❑ **Recap your skills and experience.** It's helpful to remind yourself of why you're so good at what you do. Remind yourself of your skills and experience are, and how they make you the best person for your job. Visit Cision's learning portal Okta > Learn Upon for courses that can assist with your development.
- ❑ **Once you're back at work, you might face unforeseen challenges.** Here are some tips on how to ease into the transition:
  - **Set goals.** If you're overwhelmed and less focused, set goals for yourself and strategize on how best to accomplish them.
  - **Reach out to your colleagues and teammates.**
  - **Communicate.** Keep in close communication with your manager. Returning to work after a leave of absence can bring personal and professional challenges, but if you keep the tips above in mind, your transition back into the workplace can be a pleasant and productive experience.

# Resources

Resource	Description	How to Contact
Questions about the Welcome Back Guide	For questions about this program and support as you transition back to work	Cision Benefits Team: <a href="mailto:employeebenefits@cision.com">employeebenefits@cision.com</a>
Workplace Accommodations	To address any doctor prescribed accommodations being requested such as special equipment, partial work schedule, etc.	Cision Benefits Team: <a href="mailto:employeebenefits@cision.com">employeebenefits@cision.com</a> Prudential: Call 877-FOR-PRU1 (877-367-7781) 8:00AM-11:00PM EST Monday-Friday.
Benefits Support	For general questions regarding medical, dental and vision; your HSA, FSA, life insurance, adding a dependent and enrollment.	Cision Benefits Team: <a href="mailto:employeebenefits@cision.com">employeebenefits@cision.com</a> Cision Benefits Website: <a href="https://benefitsatcision.com">benefitsatcision.com</a>
Payroll	For questions regarding UKG, tax forms, paychecks	Email specific questions to <a href="mailto:payroll@cision.com">payroll@cision.com</a> . Please expect 24 hours for a response.
Prudential	For questions regarding an existing claim or leave, eligibility, claim payments, issues while on leave, or questions about return	Call 877-FOR-PRU1 (877-367-7781) 8:00AM-11:00PM EST Monday-Friday or log in to <a href="https://prudential.com/mybenefits">prudential.com/mybenefits</a> .
Facilities	For questions regarding desk location, office access, etc.	Submit a SNOW ticket by visiting OKTA > SNOW
IT Questions	For questions regarding OKTA, passwords, VPN, software or hardware issues, etc.	Web: OKTA > SNOW Email : <a href="mailto:gsd@cision.com">gsd@cision.com</a> Call: 1-800-776-8082

# Mental Health Support Resources

Resource	Description
Employee Assistance Program (EAP)	<p>Offered through Telus Health, the employee assistance program (EAP) provides you, your spouse and your dependents with easy access to confidential, short-term counseling services and additional work-life resources. You're eligible to use up to 5 free sessions each calendar year—in person or through teleconference.</p> <p>Find details at <a href="https://benefitsatcision.com">benefitsatcision.com</a></p>
Headspace	<p>The Headspace app gives you access to short, guided meditation sessions—via phone or browser—that help you manage your stress, sleep better, find your focus, boost your creativity and achieve more balance in your life. You can also invite a family or household member to join for free.</p> <p>Find details at <a href="https://benefitsatcision.com">benefitsatcision.com</a></p>

## Other Resources

Resource	Description
Maternity Support	<p>Resources for pregnancy and beyond through your Cision medical plan</p> <p>Find details at <a href="https://benefitsatcision.com">benefitsatcision.com</a></p>

