



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 30 calendar days in advance of your absence and within 5 calendar days, by 11:59 pm EST, of your absence.

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**SM: Use your computer or mobile device to connect to www.mylincolnportal.com.
- **Phone**: To report intermittent hours, please contact Leave Services at **888-479-8494**.

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:

	Phone	My Lincoln Portal SM
Company Code: KEI The Company Code is only used to set up the mobile or www.mylincolnportal.com Options. It is a one-time use only.		✓ To register you will enter your Company Code, contact information and create a Username, Password and Security Question and Answer
Employee ID – Needed for IVR Entry	✓	
Intermittent Leave ID number: XXXXXX 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 www.mylincolnportal.com	✓	✓

Date of Birth including month, day & year		✓ For verification purposes, you will need to enter your DOB once into the Mobile or Desktop Computer site.
Date & duration of absence for which you are reporting time used	✓	✓

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

- You may check the status of your Leave of Absence using one of these options:
- 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 PortalSM.
- 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.