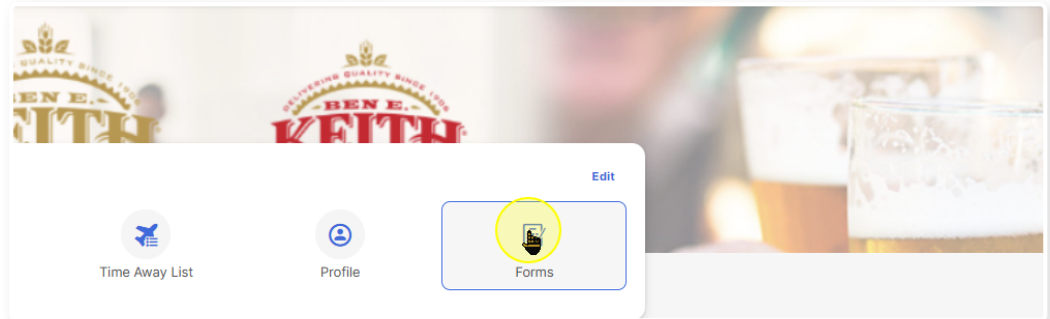




How To Finalize Your Parental Leave Request

Once your child is born or adoption is finalized, you will need to complete Step 2 of the process and submit proof of birth or adoption documentation to schedule your Paid Parental leave. Reminder, this is a 2 step process, if you have not already submitted your initial request for Parental Leave please do so before you start step 2.

1. Click "**Forms**" once you are signed in to Dayforce



2. Click "**Parental Leave (Step 2) - Proof of Birth**"



3. Answer Question 1.
Please note, you are required to reach out to LFG and provide proof of birth to submit.

Status: Leave of Absence Employee Number: [REDACTED]

Parental Leave (Step 2) - Proof of Birth

To finalize your Parental Leave request, we require proof of your child's birth or adoption.
Please note, your Parental Leave (Step 1) - Leave Request Form should have been submitted at least 30 days prior to the expected start of leave, whenever possible.
If you have not yet submitted the form, please click CANCEL below to exit this form. Complete the "Parental Leave (Step1) - Leave Request Form."

Acceptable documents for proof of BIRTH include:

- Government issued birth certificate listing you as parent
- "Verification of Birth Facts" document listing you as parent
- Official hospital records that include date of birth of the child and listing you as parent

Acceptable documents for proof of ADOPTION include:

- Final legal adoption decree from the court signed by the judge, showing you as the child's adoptive parent

Complete This Section

1. Have you reached out to Lincoln Financial Group to confirm your FMLA leave dates and provide them with proof of birth to approve your FMLA job protection?*

Yes ☒

2. Please Enter the date you would like to start paid Parental Leave.
Please note, you cannot start paid Parental Leave prior to the birth or adoption of the child.

7/28/2028

Supporting Documents

3. Please Attach Proof of Birth or Adoption*

4. Answer Question 2, this is the date you plan to start your Parental Leave.

To finalize your Parental Leave request, we require proof of your child's birth or adoption.
Please note, your Parental Leave (Step 1) - Leave Request Form should have been submitted at least 30 days prior to the expected start of leave, whenever possible.
If you have not yet submitted the form, please click CANCEL below to exit this form. Complete the "Parental Leave (Step1) - Leave Request Form."

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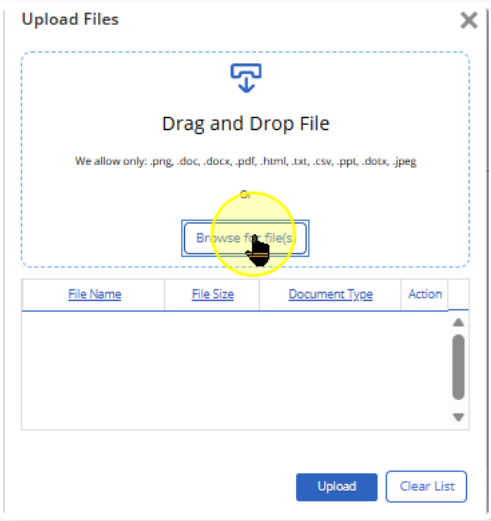
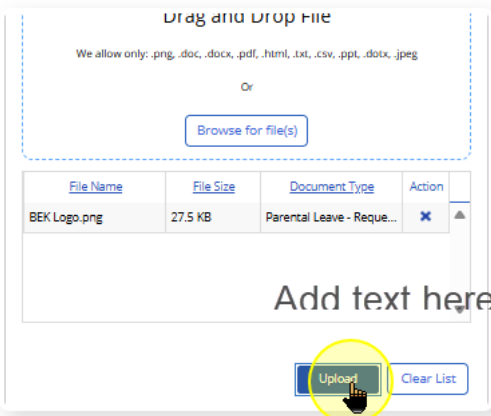
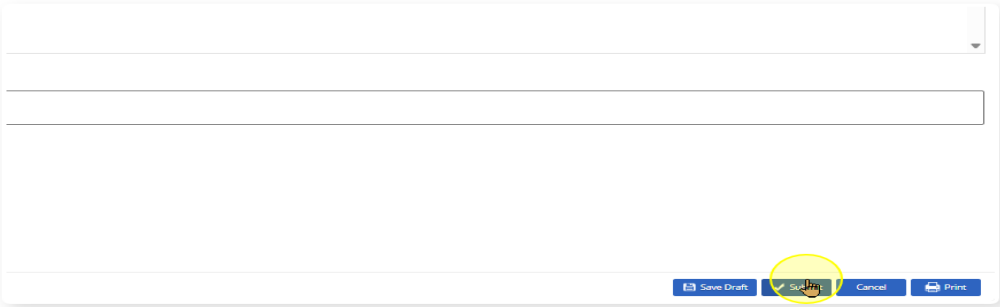
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Please note, you cannot start paid Parental Leave prior to the birth or adoption of the child.

7/28/2028

July 2028

M	T	W	T	F	S	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Adoption*

5. Upload proof of birth or adoption by drag and drop or by clicking "Browse for File(s)"	 The screenshot shows a modal window titled 'Upload Files'. It features a dashed blue box for 'Drag and Drop File' with a list of allowed file types: .png, .doc, .docx, .pdf, .html, .txt, .csv, .ppt, .dotx, .jpeg. Below this is a 'Browse for file(s)' button, which is circled in yellow. At the bottom are 'Upload' and 'Clear List' buttons.
6. Once acceptable file is attached, click "Upload"	 This screenshot shows the same 'Upload Files' dialog box, but now a file named 'BEK Logo.png' (27.5 KB) is listed in the table under 'Parental Leave - Reque...'. The 'Upload' button at the bottom is circled in yellow.
7. Lastly, click "Submit"	 The screenshot shows a form with several input fields. At the bottom right, there are four buttons: 'Save Draft', 'Submit' (circled in yellow), 'Cancel', and 'Print'.

You can check the status of your request at any time by selecting "**My Form Submissions**" in the **Forms** section of Dayforce. Once a decision has been made, you will receive a notification in Dayforce and an email informing you whether your request has been approved or denied.

For any questions please contact your local HR representative or Office Manager or email benefits@benekeith.com.