

IF YOU TAKE A LEAVE OF ABSENCE

If you plan to take a leave of absence, notify your HR POC/Manager as soon as possible.

If you take a military leave of absence

If you take a family medical leave of absence

If you take a leave of absence (personal or educational).

Prior to taking a leave, review the possible impact the status change will have on restricted stock or stock options you may hold.

You may take up to 10 days for reserve military duty or 12 weeks for active military duty each year.

You can take up to 12 weeks of paid or unpaid leave. You can use Paid Time Off hours, up to the maximum number of hours you have accrued to continue to be paid.

An initial LOA request may be approved for up to 1 year. Extensions may be approved for up to an additional 1- year period.

If you take an unpaid leave of absence (other than a family medical leave), you no longer are eligible for Leidos-sponsored [medical](#), [dental](#) and [vision](#) benefits. Coverage for you and your dependents will end as of the last day of the pay period in which the leave of absence commences.

Unless you choose otherwise, you and your covered dependents continue to be covered in the Leidos-sponsored benefit plans in which you are currently enrolled. The applicable contributions will continue to be deducted from your paycheck. If you are not receiving pay while on a leave of absence, you are responsible for remitting your portion of the premium. You will remit your portion of the premium when you return to an active pay status. Payroll will collect the current deduction and one deduction in arrear until you are made whole.


You may no longer participate in the [Health Care Flexible Spending Account](#) or [Limited Purpose Flexible Spending Account \(LPFSA\)](#). Under certain circumstances, you may elect to continue participating in this account on an after-tax basis through COBRA.

You must [file claims](#) for eligible expenses (incurred while participating in the plan) by April 30 of the next calendar year.



You may no longer participate in the **Dependent (Day) Care Flexible Spending Account**.


You must **file claims** for eligible expenses (incurred while participating in the plan) by April 30 of the next calendar year.



You are no longer eligible for:

- **Basic Term Life Insurance**
- **Basic Accidental Death and Dismemberment Insurance**
- **Group Universal Life Insurance**
- **Voluntary Accidental Death and Dismemberment Insurance**
- **Business Travel Accident Insurance**

You may **convert** your coverage to individual policies within 31 days of loss of coverage.



Any **Disability Sick Leave (DSL)** credit will be deferred until you return to work in an eligible status.