



Coca-Cola Beverages Florida Parental Leave Guide

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Background Information

Full-Time Employment: To be considered a full-time associate of Coke Florida you must be regularly scheduled to work 30 or more hours per week.

- Full-Time Employment excludes any interns, part-time, co-op, temporary, seasonal, or leased associates.

Family Medical Leave Act

The Family and Medical Leave Act (FMLA) is a federal act that provides associates who are out of work for qualifying reasons job protection to ensure that their position or an equivalent position is provided upon their return. This type of leave of absence is unpaid.

- **Eligibility:** Associates must complete 12 months of employment and work 1,250 hours in the 12 months prior to starting their FMLA leave of absence.
- **Duration:** Associates may have up to 12 weeks of coverage under FMLA concluded within 12 months of the birth, adoption, or foster placement of a child.
 - **Please Note:** This leave of absence must be taken consecutively and is not able to be taken on a part-time or split duration.
 - **Use all 12-Weeks of Parental:** If you exhaust the full 12 weeks of coverage for the birth, adoption, or foster placement of a child, you may not take another FMLA leave of absence till 12 months after the start of your initial 12-week leave.
- **Documentation:** Once you file your maternity/parental FMLA leave through Lincoln Financial Group you will be assigned a Leave administrator. This administrator will provide you with detailed information regarding your rights under FMLA, as well as your responsibilities for providing the information necessary to approve your leave request.
 - **Failure to Provide:** Can result in your leave request being denied or not being treated as FMLA.
- **Both Parents Work at Coke Florida:** If both parents work for Coke Florida and are eligible for FMLA leave of absence for the birth, adoption, or foster placement of a child, they may be subject to a combined total amount of leave equal to the amount of leave for which one parent is eligible.
 - **Different Eligible FMLA Amounts:** If the parents are eligible for different amounts of leave, they may use the greater amount.

Short-Term Disability

Short-Term Disability (STD) provides income replacement while an associate is unable to work due to an illness or injury. Please note that you must be eligible and meet all requirements prior to receiving the income replacement.

- **Eligibility:** You must be a regular full-time associate of Coca-Cola Beverages Florida who has reached 90 days of employment.
 - If you are out of work on your 90th day of employment for an illness or an injury, you will be eligible upon your return to work for a full shift.
- **Documentation:** Once you file your maternity claim through Lincoln Financial Group you will be assigned a Claims administrator. The administrator may periodically request documentation of your inability to perform your job duties. You must return the requested information, in its entirety, claim within the time period specified.

- Failure to Provide: Your Sick Pay and/or STD benefits may be suspended until you return this documentation.
- Second Disability: If you are receiving Sick Pay or STD benefits and you have a second unrelated illness or injury, you are NOT entitled to more than the original 26-weeks of STD benefit period.
- Returning to Work: You may be required to provide certification to return to work from your treating physician.
 - If you return to work for less than 60 days before going back out on STD, you will continue to count towards 26-week benefit period.
- Hourly Associates Duration and Coverage:

Type of Pay	Amount of Pay	Duration	Waiting Period
Sick Time	100%	Up to 160 Hours	None
STD Benefits	75%	Up to 26 Weeks of Sick and STD combined	7 consecutive calendar days of absence or after all sick time has been used, whichever is later

- Salary Associates Duration and Coverage:

Type of Pay	Amount of Pay	Duration	Waiting Period
STD Benefits	100%	Up to 8 Weeks	None
STD Benefits	75%	Up to 18 More Weeks	None

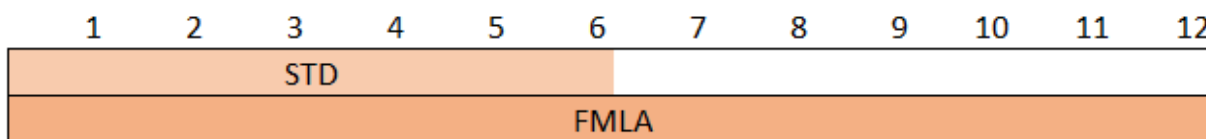
Applying for Maternity/Parental Leave of Absence

- Birthing Parent:
 - Notifying Employer: You must contact your supervisor as soon as you know that you will be absent from work, at least 30 days in advance for a foreseeable leave of absence.
 - This is important for scheduling and payroll purposes.
 - Filing for STD: You must contact Lincoln Financial Group to begin your maternity Short-Term Disability claim as soon as possible, but in no event later than 90 days after the first day you are unable to work.
 - FMLA: You must contact Lincoln Financial Group to initiate your FMLA maternity/parental leave of absence for the birth of a child at least 30 days in advance of a foreseeable leave of absence, but no later than five business days after you become aware of the need of your FMLA leave of absence.
- Non-Birthing Parent:
 - Notifying Employer: You must contact your supervisor as soon as you know that you will be absent from work, at least 30 days in advance for a foreseeable leave of absence.
 - This is important for scheduling and payroll purposes.
 - FMLA: You must contact Lincoln Financial Group to initiate your FMLA parental leave of absence for the birth, adoption, or foster placement of a child at least 30 days in advance of a foreseeable leave of absence, but no later than five business days after you become aware of the need of your FMLA leave of absence.

Maternity Leave - Vaginal Birth

Associates who are the birthing parent are eligible for Short-Term Disability (STD) benefits and Family and Medical Leave Act (FMLA) based on their employment duration, employment type, and available remaining time.

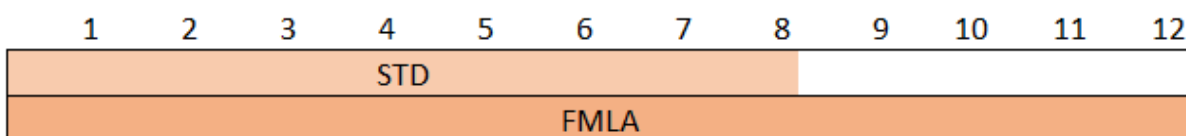
If the birthing parent qualifies for both STD and 12-weeks of FMLA and has a vaginal birth they qualify for 6 weeks of STD and FMLA running concurrently, then up to an additional 6 weeks of unpaid FMLA for parental bonding.



Maternity Leave - Cesarean Birth

Associates who are the birthing parent are eligible for Short-Term Disability (STD) benefits and Family and Medical Leave Act (FMLA) based on their employment duration, employment type, and available remaining time.

If the birthing parent qualifies for both STD and 12-weeks of FMLA and has a vaginal birth they qualify for 8 weeks of STD and FMLA running concurrently, then up to an additional 4 weeks of unpaid FMLA for parental bonding.



Using Your Vacation Time

- **Waiting Period:** If you are an hourly associate, you may use available vacation time if you exhaust all of your available sick time before completing the seven-day waiting period before benefits begin under the STD Policy.
- **During STD:** You are not eligible to use your vacation time once your STD benefits begin.
- **During FMLA:** Associates may choose whether or not to utilize their vacation time during their FMLA leave of absence for the birth, adoption, or foster placement of a child.

Nursing Room and Breaks Policy

- **Break Time for Nursing Associates:** Associates will be provided reasonable time to express milk while at work for up to one year following a child's birth.
 - Associates should use usual break and meal periods for expressing milk, when possible.
 - If additional time is needed beyond the provided breaks, associates may request additional time from their supervisor.
- **Private Space for Nursing Associates:** Associates will be provided with a private place, other than a bathroom, to express breast milk. The room will be private and sanitary, with comfortable furnishings and have an electrical outlet.
 - If associates prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the associate's supervisor.
 - If you do not have a private place, please consult with your supervisor or Human Resources.

- **Storage Guidelines for Expressed Milk:** Expressed milk can be stored in a small refrigerator reserved for the specific storage of breast milk, if available, general company refrigerators or in associate's personal cooler.
 - Any breast milk stored in the refrigerator must be labeled with the name of the associate and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of.
 - Associates storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

Contact Information

- **Lincoln Financial Group:** Contact Lincoln Financial Group to start your FMLA and/or Disability
 - **Phone:** 1-888-408-7300
 - Option *: Know your party's extension
 - Option 1: If you have general questions or an existing claim or leave
 - Option 3: If you need to file a new claim or leave for reasons other than COVID
 - Option 4: To learn about Lincoln Financial Group's self-service options
 - **Website:** <https://www.mylincolnportal.com/customer/public/login>
 - **Company Code:** COKEFL
- **Coke Florida Hotline:** Contact the Coke Florida Hotline for any questions
 - **Phone:** 1-877-340-0929

Step-by-Step Instructions for Signing up for MyLincolnPortal

Account Registration

Once you have registered, you will be able to use all available features of the secure Lincoln Financial Group Web portal, based on your employer's configuration.

Employer Name
Coke FL

Personal Information


First Name **Last Name**
The "First Name" field is required.

Preferred Phone Number **Preferred Email Address**

Login Information


Username

Password **Re-enter Password**

I'm not a robot 

I have read and agree to the Privacy and Web Agreement. [View Privacy Statement and Web Agreement.](#)

REGISTER **CANCEL**




Email verification required!

Almost There

Please click the link in the email that was sent to you to continue to My Lincoln Portal.
The email may take up to 24 hours for delivery. Please check your spam or junk folder for an email from donotreply@mail.mylincolnportal.com.


Verify your My Lincoln Portal email inbox x

My Lincoln Portal <donotreply@mail.mylincolnportal.com> 10:47 AM (0 minutes ago)




Hi

Please verify your email address by clicking the button below. This button will only work once, and will expire in 5 days. For all future log ins, please visit and bookmark: www.mylincolnportal.com

Confirm My Email 

If you are having issues with your account, please contact us at 1-800-431-2958.

Thank you,
Lincoln Financial Group



Log In

✔ Success! Your email has been verified.

Username


Password

LOG IN

[Forgot username or password?](#)

[New user? Register for an account](#)

[Never received a verification email? Learn more](#)




Step 3 of 3 Two-Factor Authentication Preference

Lincoln Financial Group is committed to your security. For all future logins, you will need to enter a security code to access your account. Set your default method below.

Select a method

- Select a method
- Text Message
- Phone Call
- Authy



Step 3 of 3 Two-Factor Authentication Preference

Lincoln Financial Group is committed to your security. For all future logins, you will need to enter a security code to access your account. Set your default method below.


Text Message

What is Authy?

Phone Number

*Note: Your profile will be updated with your new phone number.
**Standard messaging and data rates apply.

CONTINUE



Enter Code

Enter the verification code that was sent to (***) (***)

Remember my device

SUBMIT

Didn't receive your code?
[Request another code](#)
[Try another method](#)
[Troubleshoot issues](#)

Welcome | Last login: 12/31/99 | LOG OUT | Employee Dashboard | It's English | En Español | CONTACT SUPPORT

Lincoln Financial Group

My benefits | Requests & status | Evidence of insurability | Forms & documents

Coke FL | Employer messages

Workplace benefit solutions

Manage your benefits with confidence

View request status | Complete evidence of insurability application