



Need a Leave of Absence?

WHAT YOU NEED TO DO:

- Notify your Supervisor.
- Contact those listed below to initiate your leave.
 - **Your Local HR Representative for:**
 - Bereavement
 - Jury Dury
 - Workers Compensation
 - **Lincoln Financial for:**
 - FMLA – Family Medical Leave
 - Birth, adoption or foster placement of a child
 - Your serious health condition
 - To care for a qualifying family member
 - Domestic Partner Leave
 - Military Leave
 - Paid Parental Leave
 - Personal Leave
 - Short Term and Long Term Disability

CONTACTS:

- **Lincoln Financial**
 - 1-800-331-4914 | Mon-Fri ; 7am – 9pm CT
 - www.lincolnfinancial.com | Company Code = RRDONNELLEY
- **RRD Corporate Disability & Leave (Leave Coordinator)**

RESOURCES:

- RRD HRXpress | HRXpress.rrd.com
 - Policies and Benefits > Life Events > Take a Leave of Absence
- RRD Benefits | myrrdbenefits.com
 - News and Information to Help Manage Your Health & Benefits
- **Parental Leave** Planning Tool | lfg.perkyleave.com/rrd
 - Estimate of how much time you can take off work and changes to your income while you're out on leave. Includes federal, state and company leave benefits. Expanding to all leave types in early 2026.