

# Taking a Leave of Absence

Citi supports your need to take extended time away from work for a variety of reasons, including to care for your health, be with family or address a personal situation.

Use this guide to understand which leave may best meet your needs and how to start a leave request.

Refer to the respective Citi leave policy, program or Employee Handbook for additional details on eligibility and provisions on [Citi For You \(intranet only\)](#). You can also find information about Citi’s leaves and our many other family-focused benefits on [CitiBenefits.com](#).



## Taking Leave to Care for Yourself

Sample Scenario	Type of Leave	Leave Details	How to Use It
I feel sick or have a minor injury.	Unplanned sick time	You may take up to <b>seven</b> paid unplanned sick days per year.	Notify your manager that you will be out sick.  Enter your unplanned sick time in <a href="#">Workday</a> .
I have an illness or injury lasting more than seven days that prevents me from working.	Short-Term Disability (STD) and Employee Medical Leave (EML)	You may take up to <b>13 weeks</b> of job-protected EML with STD benefits at 100% base pay.	Contact MetLife at <b>1(888) 830-7380</b> to initiate your leave.
My illness or injury continues beyond 13 weeks, and I am still unable to work.	Long-Term Disability (LTD)	LTD benefits provide <b>60%</b> of your benefits eligible pay. LTD is not a job-protected leave.	MetLife will continue to manage your disability claim when you transition from STD to LTD.
I’m having a baby.	Paid Pregnancy Leave (PPL)	Beginning on the date you give birth, you may take <b>six weeks</b> (for traditional birth) or <b>eight weeks</b> (for C-section) of job-protected leave paid at 100% of base pay for delivery and recovery.	Contact MetLife at <b>1(888) 830-7380</b> to initiate your leave.



## Taking Leave to Care for Family

Sample Scenario	Type of Leave	Leave Details	How to Use It
I'm welcoming a biological or adoptive child.	Paid Parental Bonding Leave (PBL)	All new parents, in connection with a birth or adoption, may take up to <b>16 weeks</b> of job-protected leave at 100% base pay to care for and bond with their child. PBL is not provided in connection with the adoption or foster care placement of a stepchild or relative.	Contact MetLife at <b>1 (888) 830-7380</b> to initiate your leave.
I need to care for a family member with a serious health condition.	Family Member Medical Leave (FMML)	You may take up to <b>13 weeks</b> of unpaid job-protected leave. (Note: You are required to first apply your paid time off.)	Contact MetLife at <b>1 (888) 830-7380</b> to initiate your leave.
I need to care for a family member with a serious health condition who is not capable of self-care.	Caregiver Leave	You may take up to <b>two weeks</b> of job-protected leave per calendar year at 100% base pay.	Complete the attestation in <a href="#">Workday</a> stating that your family member has a serious health condition that meets the requirements of the Caregiver Leave Policy.



## Taking Leave for Other Reasons

Sample Scenario	Type of Leave	Leave Details	How to Use It
My spouse is called to active military duty with the U.S. Armed Forces.	Active Duty Leave (ADL)	You may take up to <b>13 weeks</b> of unpaid job-protected leave to attend to a qualifying exigency. (Note: You are required to first apply your paid time off.)	Contact MetLife at <b>1 (888) 830-7380</b> to initiate your leave.
My spouse was injured during active military service with the U.S. Armed Forces and needs my care.	Military Caregiver Leave (MCL)	You may take up to <b>26 weeks</b> of unpaid job-protected leave. (Note: You are required to first apply your paid time off.)	Contact MetLife at <b>1 (888) 830-7380</b> to initiate your leave.
My family member passed away and I need time to grieve.	Bereavement/ Compassionate Leave	You may take up to <b>10 paid days</b> per event to grieve the loss of a family member and attend to related matters.	Enter your time off for "Compassionate Leave" in <a href="#">Workday</a> .
I'm volunteering with a charitable organization.	Giving Back Leave	You may take <b>two to four weeks</b> of job-protected leave per year at 100% base pay to give back through volunteering.	Submit your leave request by creating a case in the <a href="#">HR Help Center</a> under <b>Pay, Time and Absence</b> .
I'm taking time off to travel or pursue personal goals.	R3 Sabbatical Leave	You may take up to <b>12 weeks</b> of job-protected leave with partial pay.	Create a case in the <a href="#">HR Help Center</a> under <b>Pay, Time and Absence</b> .

## During Your Leave

While on leave, it's important to understand how your benefit contributions will work.

- **During paid leave:** Your health and benefit contributions, including Citi Retirement Savings Plan contributions, will continue to be deducted from your pay, except for Dependent Care Spending Account (DCSA) and Transportation Reimbursement Incentive Program (TRIP) contributions.
- **During unpaid leave:** You will be billed for your portion of health and insurance benefit premiums during any period of unpaid leave, except for Dependent Care and TRIP spending accounts.

## Returning From Leave

Reach out to your manager as your approved leave comes to an end to confirm your return-to-work plans (and MetLife, if applicable). To prevent any interruption in your pay, you must request that your manager enter your return-to-work date into Workday once you've returned to work.



*For more guidance and support when you need to take a leave of absence, reach out to your HR Partnership & Delivery contact.*

