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| **1.** | Go to [https://cummins.leavelogic.com](https://cummins.leavelogic.com/)Click **Sign up** and complete the registration information using Company Code: Cummins if you do not have a company specific address. You will receive an email to confirm your registration. |  |
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| **2.** | You will see a landing page which gives you information about LeaveLogic and what to expect as you plan for your leave.Click **Start planning your leave.**You will be asked a series of brief questions about your situation which LeaveLogic will use to design a custom draft LeavePlan.*If you are planning an intermittent leave, you should talk with your manager as situations and benefits eligibility may vary. You will have the ability to model your intermittent leave in LeaveLogic and request assistance through in app chat, if helpful.* | Graphical user interface, application  Description automatically generated |
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| **3.** | After you create your LeavePlan, a guided tour will help you understand how to navigate LeaveLogic:* + **Timeline.** Review Paid and Job Protected leave by date.
	+ **To-Do’s.** Review all Required and Recommended actions.
	+ **Benefits.** Learn more about related benefit and leave options.
	+ **Profile.** Update preferred email and notification preferences.
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| **4.** | Your **Timeline** displays various **Key Dates** and how paid and job protected leave benefits coordinate to provide for time off during leave. Customize your LeavePlan by clicking **Edit LeavePlan**. Once in edit mode, you may click on calendar dates or **Change Key Dates** to modify your plan.  | A picture containing shape  Description automatically generatedGraphical user interface, table  Description automatically generated |
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| **5.** | Your **To-Do’s** offer a list of actions to complete to take leave. Required tasks are highlighted on your home screen but you may click on the To-Do List header or from the Menu on the left to see all Required and Recommended tasks. Required actions will often have guidance on when you must complete the task. Recommended tasks will help you better understand your leave and make suggestions for things you may not think about.  | Graphical user interface, text, application  Description automatically generated |
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| **6.** | **Benefits** offer a one-stop module for viewing and understanding the various standard and voluntary benefit programs available to you associated with your leave. You may access your benefits from the Benefits tile on the Home page or on the Menu to the top left of the screen. |  |
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| **7.** | **Profile** settings can be accessed by clicking the down arrow next to your name at the top right to change language preferences, user information, notification preferences, and other profile details. *Note: Add a personal email to receive To-Do reminders while on leave.* | Graphical user interface, text, application  Description automatically generated |

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| **8.** | You can create multiple LeavePlans at the same time, if needed, by clicking on the **Create a new LeavePlan** link in the menu on the far left. | Graphical user interface, application  Description automatically generated |
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| **9.** | For any active LeavePlan, you can change the name, archive or download a .pdf by clicking the down arrow next to the name of the LeavePlan on the Home screen. | Graphical user interface, text, application, chat or text message  Description automatically generated |
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| **10.** | To initiate your leave, you must notify your manager and submit your leave request to Unum as outlined in your LeavePlan tasks. *Note: LeaveLogic does not share your draft LeavePlan with your manager, your leave administrator, or your employer. If there is a change to your leave dates you should notify your manager and your leave administrator.*  |
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| **11.** | A picture containing text, screenshot, indoor  Description automatically generatedAdditional Information and SupportVisit [EmpoweringYou.Cummins.com](https://empoweringyou.cummins.com/)Questions about Benefits?Contact cbsbenefits@cummins.com**Technical Questions about LeaveLogic?** Contact LeaveLogic at support@leavelogic.com |
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