Lendlease Knowledge Base Articles

Generated: 2025-05-28 10:11:58  
Total Articles: 361

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# Article: KB0019028

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| Created: | 2021-05-05 07:40:01 |
| Updated: | 2024-02-29 00:07:46 |
| Status: | Published |

## Content

Wellbeing leave is one of the ways Lendlease supports employee’s physical and mental wellbeing. This leave is provided to eligible employees in addition to standard leave entitlements.  
Wellbeing Leave can only be taken as a full or half day, per leave application. A maximum of one day's Wellbeing Leave can be taken in each specified four month period, as follows:

1 July to 31 October  
1 November to 28 February (or 29 February in a leap year); and  
1 March to 30 June.

Wellbeing Leave is not accrued and does not carry over from one period to the next. Any Wellbeing Leave days not taken during a specified four month period will lapse.  
Employees who commence employment anytime during a specified four month period will be eligible for Wellbeing Leave at the start of the next period.  
Similarly, employees with excessive Annual Leave balances (30 days or more) at the time of application are not eligible, until they reduce their balance to below this threshold.

What are the eligibility requirements?  
Permanent and fixed-term salaried employees of Lendlease are eligible for wellbeing leave, subject to policy conditions.Where employees are employed under the terms and conditions of an operative enterprise agreement with a Lendlease group company, please refer to the relevant enterprise agreement as to whether or not this policy applies to you.Additionally, employees with excessive annual leave balances of 30 days or more are not eligible.Employees who start part way through a specified four-month period (per the policy) will be eligible for Wellbeing Leave at the start of the next period.  
How do I apply for wellbeing leave?

PLAN

Read through the Wellbeing Leave Policy.

PREPARE

Discuss your leave plans with your manager well in advance, in order to agree to a time which minimises disruption to the business.

ACT

Once you have agreed your leave plans with your manager, submit a leave request in Workday.   
Your Wellbeing leave request will be automatically approved in Workday.

FINALISE

If necessary, create or revise your department calendars to reflect your time away from the office and/or out of office automatic replies within MSOffice outlook.

How do I cancel or amend my wellbeing leave request?  
You can cancel and amend leave requests through Workday. Where possible, you should discuss any changes to leave plans with your manager prior to amending in Workday.  
Resources

Wellbeing Leave Policy

Workday

# Article: KB0018940

|  |  |
| --- | --- |
| Created: | 2025-05-05 21:48:32 |
| Updated: | 2025-05-05 21:56:51 |
| Status: | Published |

## Content

Click here to view the Parking Policy

# Article: KB0019083

|  |  |
| --- | --- |
| Created: | 2025-04-13 20:45:21 |
| Updated: | 2025-04-13 21:20:11 |
| Status: | Published |

## Content

Recruiting and selecting the right people is of paramount importance to the continued success of Lendlease and the company is committed to encouraging and developing a diverse workforce.The company will:

Meet the requirements of The Equality Act 2010, ensuring equality of opportunity for all applicants;   
Treat individuals with respect, courtesy and in a professional manner at all stages of the recruitment process, whether or not they are suitable for a particular role;   
Recruit, select and appoint the best person for each position with the required experience, skills and competencies;   
Actively promote the appointment of internal candidates whilst ensuring that this does not compromise recruitment standards;   
Have recruitment practices that are viewed as fair and professional by both current and potential employees;   
Ensure compliance with relevant employment legislation;   
Adopt a consistent approach to recruitment and selection throughout all locations; and   
Promote Lendlease core values.

The Resourcing Centre of Excellence is here to help you manage your career at Lendlease. The key benefits for you are:

More focus on managing our internal talent better   
Ensuring employees are given priority consideration in all vacancies   
Easy to use online application process   
Automated updates on new internal roles that match your skills/experience   
Advice and support offered through the process   
Proactive support for any employees at risk

How do I apply for an internal role?

PLAN

Review your  development plan and the opportunities you are looking for to build your knowledge and skills.Discuss your career aspirations with your manager

PREPARE

Update your resume.

ACT

Review our current vacancies on Workday.If you see a role you are interested in you can apply for it by clicking to apply.The resourcing team will review your application against the role’s requirements. Existing employees are given priority consideration for all vacancies.The resourcing team will contact you regarding next steps, which could include a telephone interview or face to face interview. We guarantee to give you detailed feedback after face to face interviews.

FINALISE

If you are selected for a position a transition time will be worked out between your current manager and new manager. Any changes in job title or compensation for the new role will be reviewed and applied.

Resources

Workday

Group Recruitment Policy

Group Equal Opportunities Policy

Europe Equality, Diversity and Inclusion Policy

# Article: KB0019014

|  |  |
| --- | --- |
| Created: | 2025-05-05 20:08:27 |
| Updated: | 2025-05-05 20:23:27 |
| Status: | Published |

## Content

At Lendlease we strive to create places where employees feel comfortable and supported to be themselves every day. Our First Nations Cultural Leave enables eligible employees to fulfill their cultural obligations.  
This ceremonial leave is paid leave and can be granted for a maximum of 10 days per calendar year, pro-rated for part time employees. It is in addition to compassionate leave or emergency leave.  
National Aboriginal and Islander Day of Observance (NAIDOC) leave is paid leave of one day per calendar year that may be granted to a First Nations Australian employee to attend and participate in NAIDOC Week activities.

What are the requirements?  
Permanent, fixed term, full time and part time employees of Lendlease who identify as First Nations Australians are eligible. Employees who are employed under the terms and conditions of an operative enterprise agreement should refer to their agreement details for benefits that apply to them.  
How do I apply?

PLAN

Read through the First Nations Australian Cultural Leave Policy.

PREPARE

Discuss your intention to apply for leave with your manager.   
If needed, you may also discuss this with the First Nations Talent Manager.

ACT

Submit a ceremonial leave or NAIDOC leave request in Workday.

FINALISE

If you meet all eligibility criteria, your manager will approve the leave request and you will receive a confirmation email. (Line Managers may also speak to the First Nations Talent Manager for advice or where there are excessive leave requests of this nature)

Resources

First Nations Australian Cultural Leave Policy

Workday

National Aboriginal and Islander Day of Observance (NAIDOC)

# Article: KB0018730

|  |  |
| --- | --- |
| Created: | 2025-02-13 18:54:55 |
| Updated: | 2025-02-13 18:58:30 |
| Status: | Published |

## Content

Lendlease is focused on creating an environment where employees want to work. This is our place to grow. This includes the jobs we do, the day-to-day support and development we receive, our work environment as well as remuneration. It also includes additional benefits we may receive or be entitled to. Lendlease offers employees a variety of benefit programs and types of insurance coverage. Please click on the links below to understand more about our healthcare benefit programs below.

General provisions document

Eligible dependents

Salaried benefitsat a glance

Coverage when travellingoutside the US

Summary Annual Report for Lendlease (US) Welfare Benefits Plan

Summary Plan Description - Choice Plus Plan

Summary Plan Description - Choice Plus HSA Plan

No Surprise Notice

Lendlease reserves the right to change, modify or eliminate any of its benefit programs, in its sole discretion, with or without prior notice. Benefit plan participants will be notified of approved plan changes, modifications or elimination in accordance with the terms of the plans and applicable law.Although every attempt has been made to ensure that the information above accurately reflects our plans and policies, if there is any discrepancy between these summaries and the actual plan documents, policies, or contracts, the plan documents, policies and contracts will take precedence.

# Article: KB0018927

|  |  |
| --- | --- |
| Created: | 2024-12-19 08:09:32 |
| Updated: | 2024-12-19 08:12:41 |
| Status: | Published |

## Content

Click here to view the Unpaid Infant Care Leave policy.

# Article: KB0019002

|  |  |
| --- | --- |
| Created: | 2021-05-07 07:19:52 |
| Updated: | 2024-02-29 00:07:47 |
| Status: | Published |

## Content

Lendlease recognises the need for employees to grieve and to support other members of their immediate family in the occurrence of a death, serious life-threatening illness or injury in the family.

What are the eligibility requirements?  
Permanent full-time, fixed-term contract full-time employees and part-time employees employed on local terms are eligible for compassionate leave.  
How do I apply?

PREPARE

Notify your manager as soon as you are aware you need to take compassionate leave.Refer to the relevant Compassionate Leave Policy for your employment location.

ACT

Contact your manager if your circumstances change or your intended return to work date needs to be revised.Upon your return to work, submit a compassionate leave request in Workday via the Absence worklet. Attach either a copy of the death certificate (for bereavement) or the admission certificate by a registered hospital (for hospitalisation) to your leave request.

FINALISE

Your manager will review the request and you will receive a notification in Workday once this has been completed. Your manager will action the request.

Resources

Compassionate Leave Policy – Singapore

Compassionate Leave Policy - Malaysia

Workday

# Article: KB0019070

|  |  |
| --- | --- |
| Created: | 2021-05-07 06:18:41 |
| Updated: | 2024-02-29 00:07:47 |
| Status: | Published |

## Content

Lendlease is a place for growth and progress, and we are always looking for great talent! As an employee you can be rewarded for referring quality talent to Lendlease. You might have a talented friend or family member who you think would enjoy working for us. Through our Employee Referral Program (ERP), Lendlease will award a financial incentive to eligible employees who have referred a successful candidate that has completed six months of employment. Through this program we encourage eligible employees to refer individuals whom they believe align with our culture and values, and who would be a positive addition to our business.  There is no limit to the number of candidate referrals you can submit, just make sure you have obtained the referred candidate's permission.

What are the eligibility requirements?  
Permanent employees of Lendlease are eligible to participate in the Employee Referral Program if they are not:      - Involved in the hiring and selection process;      - A People & Culture professional; or      - Part of the senior management team Refer to the relevant Employee Referral Policy for additional conditions.  
How do I refer a candidate?

PLAN

Read through the relevant Employee Referral Policy for your employment location.

PREPARE

Obtain a copy of the referred candidate's resume, along with permission to submit their details.

ACT

Open vacancies can be viewed in Workday.  Find the open role and click button to refer.  Follow the steps in Workday to submit the referral.

FINALISE

You will be informed if the referred candidate is successfully hired.After the referred candidate successfully completes six months of employment, People Connect will arrange with payroll for the payment of the referral fee.

Resources

Employee Referral Policy - Singapore

Employee Referral Policy - Malaysia

Workday

Talent Acquisition Team - careersasia@lendlease.com

# Article: KB0018744

|  |  |
| --- | --- |
| Created: | 2025-05-05 20:06:50 |
| Updated: | 2025-05-05 20:22:54 |
| Status: | Published |

## Content

Our vision service plan (VSP) benefit has been designed to protect your visual wellness. You can use this benefit to obtain routine eye exams and eyewear.  Certain cosmetic or elective eyewear choices are not covered by this plan.  An illness or injury to your eyes is covered by your medical plan.  
There are two vision plan options to choose from. For a comparison of the two options, please see the Vision Coverage Overview document located in the Resources tab.  
1. Basic Plan  
2. Plus Plan

What are the eligibility requirements?  
Full -time salaried or hourly employee (non-union) regularly scheduled to work at least 30 hours per week. Salaried employees are eligible to participate in the Benefit Programs on their date of hire. Hourly employees are eligible to participate in the Benefits Programs the first day of the month following or coincident with completion of two months of continuous employment (at least 260 hours) from their most recent hire date (but no later than the 91st day after their most recent hire date).

How do I enrol?  
As a new hire, you have 31 days from your start date to elect healthcare benefits. New employees should go to the Benefits Center (www.Lendlease.hrintouch.com) to complete all benefit enrolments with the exception of the 401(k) plan. Per the Plan provisions, if you do not make an affirmative election to enrol in, or decline healthcare coverage (i.e., fail to enrol) within 31 days from your start date, you will be deemed to have elected to waive coverage under all Plans, except the Plan’s default benefits.  
When enrolling an eligible dependent, such as a spouse/domestic partner or child(ren), certain documentation will be required for verification, such as a birth certificate, marriage certificate.  
If you miss the 31-day election window, you will be able to enrol during the Open Enrolment period in November for benefits to be effective January 1 of the following year.  
If you have a qualifying event, such as a marriage, divorce, birth of a child, loss of other coverage, etc. you will be able to change your benefit elections mid-year by going to the Benefits Center within 31 days following the life event.

How do I use the benefit?  
Once enrolled, you will not receive a vision identification card for this coverage. To verify your coverage. you will need to provide your provider with your Social Security Number and the Lendlease group number 12056767  
Out-of-pocket expenses are reduced when using a VSP-contracted provider, listed on the VSP online doctor search or through VSP customer service on 800 877 7195.When you make your appointment, please identify yourself as a VSP member.

Who can I contact about the benefit?  
You can contact VSP customer service on 1-800-877-7195 or for general questions contact People Connect on 866-848-1200 and select option two (2) or ask People Connect online using the button on the top right hand corner of this page.  
Resources

VSP online

VSP Member Reimbursement Form

Vision Coverage Overview

VSP Benefit Booklet

8 Signs You Might Need An Eye Exam

The Importance Of An Eye Exam By Age

Better VSP Provider Choices

Check out VSP. com

# Article: KB0020580

|  |  |
| --- | --- |
| Created: | 2024-10-03 02:26:15 |
| Updated: | 2024-10-03 03:43:22 |
| Status: | Published |

## Content

Critical Incident Definition  
Any event that had the potential to result in, or has resulted in, LARGE or VERY LARGE impacts (refer to the Impact Table below).

Impact  
Health & Safety   
Environmental

Very large

Fatality due to Injury or Occupational Illness  
Kidnapping of an employee  
Evacuation of employee’s due to threat of fatality   
Irreversible on-site and/or off-site damage; On-site and/or off-site damage with clean up or remedy work incurring a very large impact.

Large   
Injury or Occupational Illness that results in permanent disability   
Treatable on-site and/or off-site damage with clean up or remedy work incurring a large impact.

A critical incident has the potential to overwhelm the usually effective coping skills of either an individual or group. Critical incidents typically cause a ‘detrimental’ impact which can include:

significant disruption;  
increased levels of tension;  
emotional responses, and  
changes in performance.

Leaders can significantly assist recovery by providing the following supportive behaviours, called the three Rs approach: Recognise, Respond, Refer.

Recognise signs of post-incident stress as normal reactions.  
Respond with a supportive approach and talking with all impacted employees.  
Refer the employee to further support or counselling, e.g. an Unmind Therapist, their family, or a GP.

For urgent critical incident support on Lendlease sites or assets please contact Assure or Unmind.  
Assure: 1800 808 374 or info@assureprograms.com.au   
Unmind: 02 5604 6565  
\*\*Initiating this process incurs a cost for the business unit, project, asset, operation, or site. Lendlease Management Services, through Lendlease Foundation, will arrange chargeback as contract owners with Unmind and Assure.

Step No.   
Action

1  
Lendlease workplace experiences critical incident or significant event

2  
Manager/ P&C Business Partner identified response co-ordinator notifies Assure on 1800 808 374  or Unmind on 02 5604 6565 (24 hours 7 days)

3  
Senior Triage Psychologist determines clinically appropriate response and provides guidance to response co-ordinator

4  
Incident/event response services delivered by Counsellor (face-to-face, telephone, skype)+

5  
Feedback provided to Lendlease response co-ordinator

6

Employees identified at either LOW RISK and Unmind access encouraged or;  
Employees identified at HIGH RISK and Scheduled follow-up with Assure/Unmind Psychologist 24 to 48 hours after initial contact with feedback provided to Lendlease response co-ordinator

Resources

Assure Critical Incident Flowchart   
Assure Critical Incident Response Protocol

# Article: KB0018992

|  |  |
| --- | --- |
| Created: | 2023-04-02 22:55:51 |
| Updated: | 2024-12-16 05:01:07 |
| Status: | Published |

## Content

Approved long term disability (LTD) benefits begins after the expiration of 26 weeks of short term disability leave. The LTD benefit pays 60 per cent of your base pay, to a maximum of $21,500 per month as long as an approved disability exists, up to retirement age, as defined in the long term disability plans.

What are the eligibility criteria?  
All full-time, salaried employees who are scheduled to work 30 or more hours per week and are approved for the maximum period of short term disability.Includes international assignees on US payroll working outside the country for up to three years.   
What steps do I need to take?

PLAN

Review the eligibility requirements.Read through the Long Term Disability Policy and relevant salaried and international assignee resources.

PREPARE

You must choose a LTD benefit payment plan within 31 days of hire or rehire. You may switch LTD payment plan options during Lendlease's annual open enrollment period in the Fall, effective January 1.If you are enrolled in the LTD contributory option, and are approved for LTD benefits, your benefits from the insurance carrier will be tax free.Approximately 60 days prior to the expiration of short term disability benefits, The Hartford, our insurance carrier; will be in touch with you and the doctor regarding the possibility of transitioning into LTD.The LTD claim must be approved before any benefits are issued by The Hartford.

ACT

Stay abreast of communication between The Hartford and your doctor to be sure the process is moving forward.

FINALIZE

Once approved or denied, The Hartford will send you notification regarding the status of your LTD claim.

Who can I contact regarding the benefit?  
For more information on the LTD benefit or to review the LTD plans, log onto the Benefits Center and visit the Communications Portal or call 844 549 6210.Alternatively, you can contact People Connect on 1 866 848 1200 and select option two or ask People Connect online using the button on the top right hand corner of this page.  
Resources

Long Term Disability Policy

Short Term Disability Policy

Salaried

Hartford LTD Contributory - Summary Plan Description

Hartford LTD Contributory - Benefit Highlights

Hartford LTD Non-Contributory - Summary Plan Description

Hartford LTD Non-Contributory - Benefit Highlights

International Assignees

Hartford LTD Contributory International Assignees - Summary Plan Description

Hartford LTD Non-Contributory International Assignees - Summary Plan Description

# Article: KB0018896

|  |  |
| --- | --- |
| Created: | 2025-04-25 01:31:27 |
| Updated: | 2025-04-29 18:08:27 |
| Status: | Published |

## Content

Click here to view the Annual Leave Policy

# Article: KB0020434

|  |  |
| --- | --- |
| Created: | 2025-01-22 01:29:52 |
| Updated: | 2025-01-22 01:45:13 |
| Status: | Published |

## Content

Click here to view the Public Holiday Swap Leave policy

# Article: KB0018718

|  |  |
| --- | --- |
| Created: | 2025-04-15 02:40:25 |
| Updated: | 2025-04-15 03:47:40 |
| Status: | Published |

## Content

Lendlease aims to attract, retain and motivate top talent by offering competitive and equitable remuneration, with a strong emphasis on pay-for-performance to align employee contributions with company success. Additionally, Lendlease places significant importance on transparency and fairness in its pay practices, ensuring employees understand how their remuneration is determined. The Company considers various factors when determining remuneration, including the skills and experience required for the role, market benchmarks, internal parity and company performance. Remuneration programs are regularly reviewed to ensure they remain competitive and aligned with the company’s overall strategic direction.  
Our pay philosophy is a key component of our Employee Value Proposition, which also encompasses Group and employee performance-based bonus incentives, equity, non-statutory or additional benefits, development and learning opportunities, additional leave, as well as health and welfare benefits.

There are two key parts to how we pay our people:

Merit - Fixed (base) PayWe pay Merit fairly and within a pay range that is determined with reference to the external market. Some will be paid below the average and some will be paid above. We would expect most, but not all people, to be paid within the pay range.

Bonus - Variable Pay Some people may be eligible for a Bonus . Bonuses are used to reward our best performers. Bonus recommendations are determined by People Managers who consider performance against agreed goals, assess how an individual has achieved their goals and observe how they have demonstrated behaviours that show a commitment to the Lendlease values. Bonus terms and participation are subject to change from time to time and are determined by the Company. The Company can vary the terms and amount of a bonus, depending upon individual and Company performance.

Note: To be eligible for a bonus you must be employed by Lendlease at the Bonus payment date and not under notice of termination. If you are under notice of termination (e.g. you have given notice of resignation or the Company has given you notice that your employment will terminate) or your employment has ended prior to the date a bonus is paid, or deferred securities are granted, you will not be eligible for the bonus or grant of deferred securities.

For details on Year End Compensation Review click here

More Information

How are Bonus & Merit Budgets Determined?  
  Bonus Plan Types and Who's Eligible?

# Article: KB0018833

|  |  |
| --- | --- |
| Created: | 2021-05-06 02:52:10 |
| Updated: | 2024-02-29 00:07:48 |
| Status: | Published |

## Content

Americas People & Culture  
PURPOSE Federal law requires that non-exempt employees be compensated at the rate of time and one half of their regular pay for any hours worked during a week after 40 hours. The Company will comply with this standard, as well as any additional requirements imposed by state law.SCOPE All Lendlease AMER Employees that are classified as non exempt.POLICY All overtime must be approved, in advance, by the employee’s immediate supervisor. Employees may NOT waive their right to receive overtime. Payment of overtime may not be denied simply because overtime hours have not been approved. However, if an employee consistently works overtime and does not obtain the manager’s advanced approval it will be deemed a performance issue and subject to disciplinary action.The following time must be counted as hours worked when computing overtime

Compensable attendance at orientation, training  
In-office conference calls  
Hours worked inside and outside of the office, including work done at home

Compensation for Travel Time for Non-Exempt EmployeesCertain time spent by the employee in travel must be counted as hours worked. Commuting back and forth to work is not considered hours worked.Where an employee is asked to travel to a client site or another Company office other than his or her regular work site, only that part of the travel that exceeds the employee's regular commuting time to work will be compensated.An employee's travel from one client site to another during the regular workday is compensable work time.If an employee travels out of town during a regular workday, he or she will be compensated for all hours travelling and working, except for his or her regular commuting time to and from work.Overnight travel out of town, where the travel occurs outside of the employee's regularly scheduled working hours, and where the employee is a passenger on an airplane, boat, train or bus, is not counted as hours worked (unless the employee performs work while travelling). If the employee is required to drive to the out of town location or travel as a passenger in another employee's vehicle, however, he or she will be paid for the travel time.If an employee is required to travel on a day that is not a regular work day, he or she will be paid for all hours he or she spends travelling during his or her regular work hours.

# Article: KB0018756

|  |  |
| --- | --- |
| Created: | 2025-05-05 20:11:20 |
| Updated: | 2025-05-05 20:24:35 |
| Status: | Published |

## Content

The Lendlease UK Pension Scheme is a core benefit provided by Lendlease.  
Lendlease contributes to your Personal Investment (PI) Account to help you prepare for the best possible financial future. The Scheme operates with an employer and an employee contribution towards your pension fund for each year you are a member. Your contributions and Lendlease's contributions are paid into your PI Account.

What are the eligibility requirements?  
You are eligible to join the personal investment (PI) section at the time of joining Lendlease or at annual benefit renewal each March.

What is included in the benefit?  
Lendlease will pay 10% of your base salary to your PI Account if you pay 5% (or more).  
If you choose to pay a lower contribution, Lendlease will "double-match' this.You can pay a higher contribution to the Scheme (called an Additional Voluntary Contribution) by selecting this through Preference.  Lendlease's maximum contribution to your PI Account is 10%.  
You can change your contribution level at any time through Preference.    
Lendlease also pay 4% of your base salary to fund Scheme administration and core life assurance.  This is shown on your payslip for information but is not invested in your PI Account.  
As a member of the Lendlease UK Pension Scheme you can benefit from:   
• Tax relief at your highest marginal rate on your contributions up to HMRC allowances • No National Insurance on your contributions. • The option to choose your own personal contributions. • A range of investment choices to meet your needs. • Take up to 25% of your pension as a tax free lump sum at retirement.  • Your own pension account (ePA) where you can view and manage your account online. • Annual online benefit statements on the performance of your account and potential income at retirement. • Access to modellers and tools to help you plan for your future. • Helpdesk support from our pension scheme administrators, Willis Towers Watson • Option to transfer your pension when you leave Lendlease to another registered pension arrangement or continue to be invested in the Lendlease UK Pension Scheme.  
What happens once I have opted into the Lendlease UK Pension Scheme?  
Once you have made your selection to opt into the Lendlease UK Pension Scheme (by making your selection in Preference and by completing and sending your Pension Application Form to Willis Towers Watson), your contributions to the Scheme will be deducted from your pay from the following month. Willis Towers Watson will confirm receipt of your application and provide you with details about accessing Scheme information through our pension portal, ePA.

ePA (Pensions Account) ePA is our pension portal managed by Willis Towers Watson where you can:- Check the value of your pensions saving- Choose your investment funds of your Personal Investment Account- Check and change your Target Retirement Age- Nominate your beneficiaries for death benefit- Check investment fund past performance   
ePA can be accessed via  the Resources tab  below  
Who can I contact regarding the benefit?  
Members can contact the administrators of the scheme, Willis Towers Watson, via e-mail on lendleasepensions@willistowerswatson.com or call 0173 727 3119  
Resources

Preference

Willis Towers Watson (ePA)

Lendlease UK Pension Scheme FAQs

# Article: KB0018773

|  |  |
| --- | --- |
| Created: | 2025-04-25 02:46:41 |
| Updated: | 2025-04-29 17:57:13 |
| Status: | Published |

## Content

If an employee receives taxable fringe benefits (other than those specifically excluded) in excess of AUD$2,000 in the period 1 April - 31 March (FBT year), the amount must be recorded on their payment summary for the corresponding income year.The amount shown on the payment summary (group certificate) will be the ‘grossed up’ figure, which is the benefit plus taxes paid by Lendlease.

What do reportable fringe benefits mean for me?  
Although RFB appear on a payment summary, they are not part of the taxpayer’s taxable income, and are therefore not subject to income tax.The amount of RFB received by an individual is relevant for determining and may influence such things as:• Medicare levy surcharge• Mature age worker tax offset• Repayment of higher education loan program (HELP) debt • Eligibility of the government super co-contribution • Child support assessments • Family tax benefits, child care benefits or youth allowance

What are examples of reportable fringe benefits?  
- Taxable benefits forming part of your total remuneration, e.g. company cars used for personal use- Benefits provided to your family, e.g. recreational functions - Lendlease child care rebate- Attendance at recreational events, e.g. golf days, sailing days - Private expenses reimbursed, e.g. holidays - Private travel paid by Lendlease or travel when you do not complete a travel diary, where a travel diary is required- Gifts you receive valued at $300 or more, e.g. wedding, farewell presents, Incident & Injury Free and Employee Excellence Awards  - Education assistance

What is excluded from being on your payment summary?  
- Reportable Fringe Benefits of AUD$2,000 or less- Meal entertainment (such as business lunches paid for by Lendlease)- Car parking fringe benefits (but not payment reimbursements made via iExpenses) - Corporate boxes - Items used primarily for work, i.e. notebook and laptop computers (one per Fringe Benefits Taxation year), briefcase and work-related software

Where do I go for more information?  
Visit the Australian Taxation Office website to read more, or contact an independent advisor to determine how you will be impacted.You may like to contact your payroll team to get a breakdown of your reportable fringe benefit amount.  All other Lendlease Companies: PayteamAU@lendlease.com  
Resources

ATO website

# Article: KB0018827

|  |  |
| --- | --- |
| Created: | 2021-05-06 02:55:06 |
| Updated: | 2024-02-29 00:07:48 |
| Status: | Published |

## Content

Americas People & Culture  
PURPOSE To establish equity and consistency across the Lendlease Americas Region and provide a unified, market driven approach to automobile and commuting allowances across all businesses.SCOPE Only those employees meeting the criteria outlined in the policy below are eligible for an Auto Allowance or a Commuting Allowance. Office employees are not eligible for commuting allowances.POLICY Auto Allowance Paid to employees who regularly use their personal vehicle on company business.\* Regularly is defined as three (3) or more days per week for a period of more than 90 days. All Allowances are gross, taxable income and will be paid bi-weekly on the normal paycheck cycle, effective the first full pay-period on the project. If an employee transfers to a project in the middle of a pay-period, it will not be paid until the next full pay-period. The below eligibility requirements must be met and approved by the Managing Director in order to receive an Auto Allowance.  
Business Travel 1. Required to regularly drive personal vehicle more than 20 miles per day between job site locations or on other regular business activities.2. Required to regularly drive personal vehicle on broad acre development projects (i.e. MHPI).  
Gross Auto Allowance Rates Based upon amount of travel and level of role:

Annual Gross Allowance

Bi-Weekly Gross Allowance

$12,000

$461.54

$9,800

$376.92

$7,500

$288.46

$5,000

$192.31

Commuting Allowance A commuting allowance may be paid to an employee based upon the below eligibility requirements and must be approved by the Managing Director.\* All Allowances are gross, taxable income and will be paid bi-weekly on the normal paycheck cycle, effective the first full pay-period on the project. If an employee transfers to a project in the middle of a pay-period, it will not be paid until the next full pay-period.  
1. Employees travelling more than 50 miles one way from home to their project site, or incurring additional, significant tolls or mass transit expense (outside of their normal commuting expense) as a result of a change in project location.2. Allowance based upon “additional” mileage incurred as a result of new project location. “Additional mileage” is defined as the calculated number of miles driven in excess of 50 miles one way from home to the project site. Allowance amount will be based upon the current IRS rate per mile or transit expense incurred. For example, if an employee travels 80 miles one way from home to his or her project site, only the incremental 30 miles would be reimbursable each way.  
Employees receiving a Commuting Allowance will not generally be eligible to receive an Auto Allowance. Commuting allowances are determined on an individual, case by case basis, and will be subject to periodic review. Employees located in an office will not be eligible for a commuting allowance.  
Mileage Employees receiving the Auto Allowance will generally not be eligible for mileage reimbursement. Business trips of 150 miles or more one way will be reimbursed. Business trips under 150 miles one way will not be reimbursed.\* Lendlease prohibits billing to clients, and reimbursement by clients, of costs greater than this policy provides to employees.Lendlease reserves the right to change or discontinue this policy at any time.General Rules  
1. Officers or non officers that were grandfathered at their current allowance rate will not be subject to further increases in their allowance rate, unless they become eligible under the current policy based upon eligibility rules.2. No additional officers to receive allowance unless they meet eligibility under the new policy.3. As employees transition to new job sites/roles, the allowance provided will be reviewed for need and equity.  
Mileage Reimbursement  
1. Employees receiving the Auto Allowance will not generally be eligible for mileage reimbursement. Business trips of 150 miles or more one way will be reimbursed. Business trips under 150 miles one way will not be reimbursed.2. If the employee would like to waive their right to the allowance, they will be eligible for mileage reimbursement for business mileage; however they will not thereafter be eligible to receive an allowance without the approval of the Lendlease Americas Director of Operations.  
Client Reimbursement  
1. Lendlease may not be reimbursed by clients for more than this policy provides to employees.  
Access more information on the processes and procedures for auto and commuting allowance.

# Article: KB0018907

|  |  |
| --- | --- |
| Created: | 2025-05-05 21:09:41 |
| Updated: | 2025-05-05 21:33:48 |
| Status: | Published |

## Content

Click here to view the Retirement and Re Employment Policy

# Article: KB0018958

|  |  |
| --- | --- |
| Created: | 2025-05-05 21:08:56 |
| Updated: | 2025-05-05 21:34:28 |
| Status: | Published |

## Content

Click here to view the Personal (Sick) and Carer's Leave Policy

# Article: KB0018820

|  |  |
| --- | --- |
| Created: | 2024-12-19 07:55:49 |
| Updated: | 2024-12-19 07:59:40 |
| Status: | Published |

## Content

Americas People & Culture  
PURPOSE   
Lendlease recognizes and encourages the importance of bonding and nurturing, developing relationships and adapting to new environments. To create a workplace that is best for all, the company seeks to provide the support and flexibility that employees may need as they balance their commitments both inside and outside work. Therefore, if eligible, Lendlease provides Parental Leave for the primary parent pursuant to the terms and conditions set forth in this policy.  To the extent there is a conflict between this policy and any applicable law on the subject, the applicable law shall control.  
The Parental Leave benefit provides paid leave for scheduled hours during the work week, for up to twelve weeks and an additional unpaid leave period of up to eight weeks for the following life events:

Birth of your child;  
Adoption placement (up to age 18); or  
Foster care placement (up to age 18).

For the purpose of this policy, a "primary parent" is defined as someone who has primary or full-time responsibility for the care of the child immediately following the birth or the arrival date of his or her child into the parent's home.  There may be only one primary parent per household.  If the employee is not the sole primary parent, they may be considered for Lendlease’s Partner Leave.  
SCOPE    
This policy applies to all active full-time salaried, benefits eligible employees, scheduled to work 30 hours or more per week.  
POLICY  
Eligible employees may take Parental Primary Leave for up to 20 calendar weeks, of which the first 12-weeks are paid, provided the following conditions are met:  
1. The employee seeking leave is the full-time primary caregiver parent during the period of the leave.  There may only be one primary parent per household.  
2. The Parental Primary Leave must be taken within 12 weeks of the life event (i.e., the birth or placement of the child). To the extent permitted by applicable law, the unpaid portion of the Parental Primary Leave (up to 8 weeks) must be taken immediately following the paid 12-week portion.

If an FMLA-eligible employee elects to take the remainder of any unpaid Parental Primary Leave as FMLA, such leave must be taken within 12months of the life event.

3. The Parental Leave runs concurrently with short-term disability (STD) leave, when applicable.

The short-term disability 7-calendar day elimination period is paid with approved Parental Leave. Use of PTO is not required during the elimination period, so long as the employee is not rendered medically disabled prior to the delivery date and placed on STD leave early. If the employee’s doctor certifies them as disabled and the STD leave begins(and receipt of STD benefits) prior to the delivery date, e.g., bedrest, then the employee will be required to use accrued PTO, if available, during the elimination period.

Eligible employees must apply for Parental Leave after the life event has occurred (i.e., birth or placement of child) by:   
1. Completing the Parental Leave Request Affirmation Form.  
2. Signing, dating and submitting the form to The Hartford for leave approval.

If approved, Lendlease will receive notification of the approval.  
Approved Parental Leave time entry will be submitted on the employee’s behalf; employees and/or managers will not be responsible for time entry.

Any Parental Primary Leave taken under this policy will run concurrently with any short-term disability leave, FMLA leave, and any other state or local family and/or medical leave to which the employee is entitled, where applicable and permissible under law.  
There may be only one primary parent per household.  For birth of a child, this is typically the birth parent, unless they are deemed mentally or physically unable to care for the child. For adoption or foster care placement, this would be the parent taking on the primary caregiver role.   If the spouse/domestic partner also works for Lendlease they have the ability to share the 12-calendar week paid portion of the Parental Primary Leave. If this circumstance applies, the employee must inform The Hartford at the time they file their Parental Primary Leave.  
The Parental Leave Benefit will be 100% of the employee’s weekly salary.  
If the employee is giving birth to the child, they must also apply for short-term disability benefits and leave. As set forth above, Parental Primary Leave will run concurrently with any short-term disability leave, FMLA leave, and any other state or local family and/or medical leave to which the employee is entitled, where applicable. Below are the steps to initiate the short-term disability process and the paid portion of the Parental Primary Leave.

Within 30 days of the due date, contact The Hartford at 888.301.5615 to initiate the short-term disability leave or visit The Hartford's web portal at www.abilityadvantage.thehartford.com  
Within 30 days of the due date, the employee must notify their manager of their need for leave and estimated dates they plan to be on leave.  
Once the delivery has occurred, the employee must complete and submit a Lendlease Parental Primary Leave Request Affirmation Form to The Hartford confirming they are the primary parent.

If the employee’s employment service is less than 5 years, the disability benefit payment is paid at 60% of their weekly salary; however, the approved Parental Primary Leave will supplement the disability benefit pay for a total payment of 100% of their salary.

In addition to the paid 12-calendar week Parental Primary Leave, employees may request additional unpaid leave, for up to 8 weeks, for a total of 20 weeks Parental Primary Leave. The additional 8-week unpaid leave time is subject to The Hartford approval. Follow the steps below to apply:  
1. Employee contacts The Hartford at 888.301.5615 or visits The Hartford's web portal at www.abilityadvantage.thehartford.com  
2. Employee completes and submits a Lendlease Parental Primary Leave Request Affirmation Form to The Hartford, confirming they are the primary parent.

Lendlease will receive notification of an approval, or denial, from The Hartford.  
No time entry is applicable during the unpaid 8-week Parental Leave period.

During a 20-week Parental Primary Leave period, the employee shall continue to be eligible for benefits and their position with Lendlease will be protected. For the portion of the Parental Primary Leave that is unpaid and no paycheck is received, the employee will be responsible for submitting payment of their bi-weekly insurance premiums to Lendlease, so that there is not an interruption of healthcare benefits. Lendlease will send the employee a premium insurance statement in order to keep their insurance premiums up to date.  
\*This minimum service requirement does not supersede the terms of the short-term disability benefit program, which provides that an employee may be eligible for coverage beginning on the first day of employment, provided the employee meets the eligibility and other requirements for short-term disability leave and benefits payments  
Employees are required to give Lendlease at least 30 days' advance notice of the need for leave when possible and practical to do so. When the need for leave is not foreseeable (e.g., last minute placement of a child or in the event of any emergency), the employee is required to give notice as soon as it is possible and practical to do so (following Lendlease's usual procedures).  
Any questions about this leave should be directed to People Connect at 866-848-1200, option 2.  
Access more information on the processes and procedures for Parental and Partner leave

# Article: KB0018919

|  |  |
| --- | --- |
| Created: | 2025-04-25 01:58:09 |
| Updated: | 2025-04-29 18:06:06 |
| Status: | Published |

## Content

Click here to view the No-Pay Leave Policy

# Article: KB0018889

|  |  |
| --- | --- |
| Created: | 2025-05-18 20:05:33 |
| Updated: | 2025-05-18 20:54:23 |
| Status: | Published |

## Content

Click here to view the Long Service Leave Policy

# Article: KB0018751

|  |  |
| --- | --- |
| Created: | 2025-02-24 20:03:48 |
| Updated: | 2025-02-24 20:20:21 |
| Status: | Published |

## Content

Lendlease supports employees in planning for their future by making mandatory savings plan contributions for eligible employees in Singapore and Malaysia.

Malaysia  
Employee Provident Fund (EPF) The EPF is Malaysia’s social security savings plan aimed at providing citizens security in their retirement age. All working Malaysians and their employers are required to make monthly contributions to the EPF. Retirement and Re-Employment Lendlease recognises the need to retain certain exceptional, highly skilled and productive employees beyond the statutory age of retirement. Accordingly, upon attaining the statutory retirement age, the employee may be offered a fixed-term contract of employment after their statutory retirement age for a period of up to two years or any deemed necessary by Lendlease.Refer to the Retirement & Re-Employment Policy for further details.

Singapore  
Central Provident Fund (CPF) The CPF is Singapore’s social security savings plan aimed at providing citizens security in their retirement age. All working Singapore citizens, Singapore Permanent Residents and their employers are required to make monthly contributions to the CPF.  
Retirement and Re-Employment Lendlease recognises the need to retain certain exceptional, highly skilled and productive employees beyond the statutory minimum retirement age. Accordingly, upon attaining the statutory minimum retirement age, the employee may be offered a fixed-term contract of employment after their statutory minimum retirement age for a period of at least one year or any deemed necessary by Lendlease.Refer to the Retirement & Re-Employment Policy for further details.

Resources

Central Provident Fund Board - Singapore

Employee Provident Fund Board - Malaysia

Retirement & Re-Employment Policy - Malaysia

Retirement & Re-Employment Policy - Singapore

# Article: KB0018965

|  |  |
| --- | --- |
| Created: | 2024-07-10 03:39:56 |
| Updated: | 2024-07-10 06:19:14 |
| Status: | Published |

## Content

If you decide to leave Lendlease, please advise your manager and enter your separation in Workday.Unless your written conditions of employment state otherwise, the notice periods are:

Length of service

Employee to Company

Company to Employee

During probation

1 week

1 week

From post probation to under five years

1 month

1 month

Five years to under nine years

1 month

2 months

Nine or more years

1 month

3 months

When leaving Lendlease you need to follow the relevant steps outlined below to ensure correct payments are made to with your final salary.

How can I help with succession planning?  
In order to maintain business continuity and enable succession planning, your people manager may require your assistance with the following tasks prior to you leaving or retiring: - Provide full written details of the status of any work projects and future steps. - Develop a job description, including key competencies and skills required for the role. - Assist in training any successor.

How do I get a reference?  
The Company will be happy to provide a reference to any potential/future employer. The reference will include confirmation of your employment and length of service. All such requests should be directed to People Connect on (0)20 8271 8444.

What about any other company property?  
If you have any of the following, please ensure you return these to your manager prior to your departure:- Corporate credit card - Laptop - Mobile device(s) - Security passes - Any other assets or property belonging to Lendlease.  
Review the Employee Data Handover Guideline and Data Handover Template for guidance on managing your data when you are leaving Lendlease.    
To arrange remote collection of your Lendlease equipment please click here.

What about my benefits?  
All benefits provided under the Preference Scheme will end on your last day of employment. Payment for some of these benefits will be taken for the full calendar month.Lendlease Employee Share Plan participants should refer to their Shareworks account or contact them directly for all information. Our Lendlease Employee Share Plan team is also available to assist and can be contacted by email at lendleaseemployeeshareplans@lendlease.com.If you have bought or sold holiday entitlements and leave Lendlease employment during the benefit year, the number of days you have bought or sold will be considered within the calculations for the cash value of any balance of annual leave to be paid or deducted in your final salary.

What about my final payments?  
All final payments will be paid directly into your bank account within the first available payroll. Your P45 Income Tax Form and payslip will be forwarded to your home address at that time.  Please ensure that your home address is updated in Workday system.

What about my pension?  
Our pensions provider will contact you within a month of leaving Lendlease. You may also contact them directly on lendleasepensions@willistowerswatson.com or call them on 01737 273119.

What do I do with my expenses?  
Please ensure that all outstanding expenses are submitted in iExpenses prior to departure. Any advances or loans will be deducted from outstanding monies due. If you are aware of any additional amounts that you have outstanding, it is your responsibility to inform your manager or the relevant area of your business.

What if I am retiring?  
Lendlease does not operate a compulsory retirement age and believes that you should, wherever possible, be allowed to continue working for as long as you wish.

PLAN

Review the retirement policy.Read through the retirement planning resources available under the Your money page.

ACT

If you decide to retire you should inform your manager and People Portal in writing as far in advance as possible, as a minimum in accordance with your notice period.

FINALISE

You will receive a confirmation in writing that your notice has been received.Your manager will arrange a meeting to discuss arrangements for retirement, including the intended retirement date, succession and handover plans.

What if I have a company car?  
Please contact the facilities department to arrange the collection or return of your company car prior to your last working day.  
Resources

Workday

Retirement Policy

Financial Awareness Program

Pensions

Preference Scheme

iExpenses

# Article: KB0019109

|  |  |
| --- | --- |
| Created: | 2025-05-12 23:42:36 |
| Updated: | 2025-05-12 23:46:17 |
| Status: | Published |

## Content

Vitality is a comprehensive, interactive and personalized wellness program that makes it easy for employees to make healthy choices. All employees are eligible, as well as any spouses or domestic partners covered on a Lendlease medical plan. Click here to listen to a short video about the program or for more details read below.  
Whether you want to lose weight, stop smoking, become more physically active, or learn about better nutrition, Vitality can help!  Not only will Vitality help you chose personal health goals, they’ll reward you as you strive to achieve them.  Log in and get started today to create goals and earn Vitality Points during the calendar year!  All Vitality Points become Vitality bucks you’re able to redeem for merchandise or gift cards. Each year-end 10% of your points rollover to the new year.

Vitality Health ReviewEarn Vitality points by completing the Vitality Health Review (VHR), which is a confidential online questionnaire available on the Vitality website or the Vitality Today mobile App that can help you assess your current health. It only takes 10-15 minutes and your answers on your physical activity, diet, stress level and more will show you where you’re doing well and where you may need to improve to become healthier. You will receive 500 Vitality Points for completing it.  
Your Vitality Check  
Completing your Vitality Check (also known as your biometric screening) with your primary physician is not only an opportunity to check your overall health and make sure you don’t have any medical problems you’re unaware of, it also provides Vitality Points.  A Vitality Check is a confidential health analysis that includes a blood screening and biometric assessment, which measures your body mass index (BMI), blood pressure, blood glucose, and cholesterol levels. You can schedule this exam anytime throughout the year. You will receive 125 Vitality Points for completing it. See resources for the Vitality Check physicians form.Points PlannerThe Pathway on the Points Planner page helps you understand how to earn Vitality Points and plan to achieve a higher Vitality Status: Silver (2,500 pts); Gold (6,000 pts); and Platinum (10,000 pts). You can add activities to your pathway one-by-one using the category cards, or you can add several at a time using the quick points planner.How it works1. By answering a few short questions, the quick points planner will populate your pathway with enough activities to reach your target status.2. When you are ready to complete an activity, you can click on the activity name in your pathway list and be taken straight to the next steps to earn points for that activity.3. As you complete activities, they will automatically be removed from your pathway as soon as your earned points are awarded.You are not required to add activities to your pathway. The pathway is simply a tool to help you understand how to earn points and plan what you would like to do. You will earn points for completed activities regardless if they are on the pathway or not.For more information, visit Access the Pathway in the Guide to Vitality located under the Resources tab once you’re logged into Vitality.Apple WatchFor Vitality Active Rewards with Apple Watch, you can order Apple Watch Series 3 or Series 5 and pay for it each month through the workout you do to stay active.  
The more points you earn for completing your Standard or Advanced Workouts, the less you will pay each month for your Apple Watch. This is another way to keep you motivated and active in your journey toward living a healthier life.  
1. Once your Apple Watch is ordered and has shipped, watch for information about the month in which Vitality will start counting your workouts toward your Watch payments. The easiest way to find this is on the homepage of the Vitality Today app.  
2. Once that month begins, Vitality will be tracking all the points you earn through Standard and Advanced Workouts. These points can be earned through any approved device, although you probably want to start using your Apple Watch.3. Every month, you have an opportunity to reduce your payments. If you did not reach the level you wanted in one month, you have an opportunity the following month.4. In order to pay nothing in one month, you need to earn 250 Vitality Points for Standard and Advanced Workouts, e.g., 25 Standard Workouts or 17 Advanced Workouts.5. For your payment history, navigate to the Vitality Active Rewards with Apple Watch page.6. If your credit card expires, please update your payment information on the Apple Watch page so there is no problem processing payments.

What are the eligibility requirements?  
The plan is available to:

All active full time salaried and hourly employees  
Employees not on the company's medical plan who have coverage elsewhere  
Dependent spouses or domestic partners covered on the company's medical plan  
Dependent spouses or domestic partners not covered on the company's medical plan are not eligible

How do I apply?

Log in to www.powerofvitality.com and register to begin your pathway to a healthier you. You will need your E1 payroll employee ID# to register. Your employee ID# can be found on an Archived Paystub from the E1 Self-Service page.

Learn about Vitality and its many elements, offerings, and Vitality points. By participating in health-related activities that can be tracked and measured you will earn Vitality Points. Vitality activities were designed to empower you with the tools necessary to reach your optimal health.

For a detailed overview of the Vitality Wellness Program, once you’re logged in, look for Resources > Guide to Vitality

Who can I contact about the benefit?  
Vitality Customer Care (Tel: 877 224 7117)  
Hours: 8:00 am - 5:00 pm (CST)  
Monday - Friday  
Email: wellness@powerofvitality.com  
Resources

Vitality Check Physician's Form

Vitality Points and Status

# Article: KB0018734

|  |  |
| --- | --- |
| Created: | 2021-05-07 02:13:38 |
| Updated: | 2024-02-29 00:07:49 |
| Status: | Published |

## Content

All “salaried” and “hourly-office” employees are paid biweekly with the option of having their salary credited into their specified bank account (direct deposit).  
“Hourly, non-union craft” employees are paid weekly with the option of having their hourly wages credited to their specified bank account (direct deposit).  
Employees have access to pay stub information online via Workday.

Resources

Employment Status Policy

Position Classification Policy

Bonus information

# Article: KB0019080

|  |  |
| --- | --- |
| Created: | 2025-03-24 00:16:30 |
| Updated: | 2025-03-24 00:55:02 |
| Status: | Published |

## Content

Lendlease is committed to providing ongoing career development to all our employees and encourages employees to apply for internal job openings to take on new roles and build upon their skills.

Who is eligible to apply for internal roles?  
All regular full-time salaried employees with one year of continuous service in their current position and who are not on an active performance improvement plan (PIP), are eligible to apply for posted job openings.  
How do I apply?

PLAN

Review your development plan and the opportunities you are looking for to build your knowledge and skills. Discuss your career aspirations with your manager.

PREPARE

Update your resume.

ACT

Browse current openings on Workday. For each posted job opening, you will find a summary of the role, the essential responsibilities and qualifications need to perform the role. If you find a good fit for your experience and expectations, go ahead and click on the link to apply to the posting. You will need to upload a current resume and be sure to select that you are a current employee. Your submission will be reviewed and you will be contacted.  If selected for an interview, you will need to notify your current manager prior to being interviewed. Your manager is the person who approves your timesheet.

FINALISE

If selected for a position, a transition time will be worked out between your current manager and new manager.  Any changes in job title or compensation for the new role will be reviewed and applied.

Resources

Workday

Americas Relocation Policy

Americas Relocation Benefits

Group Recruitment Policy

Group Equal Opportunities Policy

Americas Labor Conditions Application (LCA)

# Article: KB0019097

|  |  |
| --- | --- |
| Created: | 2025-01-22 01:04:24 |
| Updated: | 2025-01-22 01:13:52 |
| Status: | Published |

## Content

Lendlease is a place for growth. We are committed to supporting the ongoing development of our employees. Lendlease will provide education assistance to eligible employees who wish to pursue, at their own initiative, further academic qualifications. Educational assistance may include financial support for study, paid study leave or both.

What are the eligibility requirements?  
Permanent employees are eligible for education assistance, subject to policy conditions. Individuals employed under the terms and conditions of an operative enterprise agreement with a Lendlease group company should refer to the relevant enterprise agreement to determine if this policy applies.Employees participating in the Lendlease Graduate Program are not eligible for education assistance.The following criteria must be satisfied to qualify for consideration for education assistance:• The employee must have completed a minimum of 12 months service. • Consideration will also be given to an employee’s overall performance against key criteria including goals, values and behaviours, feedback and relative peer performance. • The proposed course/qualifications must be beneficial to the performance of the employee in their current role and considered a sound investment for the business as a development requirement for the individual. • Attendance at the course and the required study commitment must not impact on the ability of the employee to fulfil their role requirements. • The course must be deemed by Lendlease to be accredited from a reputable institution and lead to a recognised credential/qualification (e.g. diploma, degree, masters etc).Note: Eligibility to receive financial education assistance may be forfeited if an employee is subject to performance warnings and/or disciplinary action.The percentage of reimbursement granted will depend on the relevancy of the course/qualifications to your current role and will not exceed 75% of the total cost. Payment is made upon successful completion of each course (i.e. passing).  
How do I apply?

PLAN

Review the eligibility criteria and Education Assistance Policy and ensure you meet the relevant requirements.

PREPARE

Discuss with your manager your intention to apply for education assistance.

ACT

Once you have obtained your manager’s approval in principle, download and complete the Education Assistance Application Form and apply using the benefits worklet in Workday.If successful, you will receive an inbox task through Workday with your confirmation letter attached.Should your education assistance exceed $5,000, a return of service agreement will be included with the letter.  Please attached the signed letter to the task in Workday.  
If your application is unsuccessful, you will receive a notification via Workday.

FINALISE

You must pay for your course and any applicable related study expenses up front and retain the original invoice(s).Once you have successfully completed the subject/course and you can provide documentation to support this, you may apply for reimbursement up to the amount specified in your confirmation letter.

How do I apply for education assistance reimbursement?

PLAN

Read the Education Assistance Policy including the reimbursement conditions.

PREPARE

Source copies of your invoices and academic transcript (demonstrating that you have passed).

ACT

For entities that use eFinance, submit a claim through eFinance, attaching the relevant invoices and academic transcript to show that you have passed the subject/course.Select study reimbursement as the expense type.Enter "Education Assistance" in the justification field. Please note that a signed return of service agreement must be presented to eFinance upon request.Contact eFinance if you require assistance.For entities that do not use eFinance, submit a claim through the usual business reimbursement procedure.Attach the relevant invoices and academic transcript to show that you have passed the subject/course.

FINALISE

Once approved you will be reimbursed the relevant amount in the next pay run.

How do I approve Education Assistance? (People Managers only)  
To view the criteria and entitlement relating to education assistance, please access the relevant policy located in the resources section below.

PREPARE

It is the responsibility of the employee, not the people manager, to initiate a discussion about education assistance. Once you have had this conversation with your employee, organise a follow up meeting to check if all eligibility criteria is met.

ACT

Have a discussion with your own manager to obtain their approval in principle before an application is made.Confirm the decision with your employee and guide them to this page on the ServiceNow.Review and approve or decline the request via Workday.

FINALISE

If the approved education assistance exceeds AU 5,000, your direct report will be provided with a return of service agreement. Ensure they have signed and returned the return of service agreement to People Connect.

Resources

Education Assistance Policy

Education Assistance Application Form

Study Leave Information

eFinance Contact Details

Workday

# Article: KB0018936

|  |  |
| --- | --- |
| Created: | 2025-04-25 02:14:37 |
| Updated: | 2025-04-29 17:59:58 |
| Status: | Published |

## Content

Click here to view the Service Recognition Wages Australia Policy

# Article: KB0018955

|  |  |
| --- | --- |
| Created: | 2025-05-05 21:48:09 |
| Updated: | 2025-05-05 21:57:37 |
| Status: | Published |

## Content

Click here to view the Jury Service Policy

# Article: KB0018808

|  |  |
| --- | --- |
| Created: | 2025-05-05 21:00:01 |
| Updated: | 2025-05-05 21:35:24 |
| Status: | Published |

## Content

Click here to view the Global Recruitment Policy

# Article: KB0019018

|  |  |
| --- | --- |
| Created: | 2021-05-08 18:49:32 |
| Updated: | 2024-02-29 00:07:50 |
| Status: | Published |

## Content

Lendlease recognises the need for employees to grieve and support other members of their immediate family in the occurrence of a death, serious life-threatening illness or injury in the family.

What are the eligibility requirements?  
Permanent, fixed term and casual employees are eligible for compassionate leave, subject to policy conditions.Compassionate leave may not apply to employees covered by an enterprise agreement. Where employees are employed under the terms and conditions of an operative enterprise agreement with a Lend Lease group company, employees should refer to their enterprise agreement for details on the policies and benefits. View the Compassionate Leave Policy to see your specific entitlements.  
How to I apply?

PREPARE

Notify your manager as soon as you become aware you need to take compassionate leave.You can check your compassionate leave entitlements in Compassionate Leave Policy.

ACT

Contact your manager if your circumstances change or the intended day of return to work needs to be revised.

FINALISE

Submit a compassionate leave request in Workday on your return to work.

Resources

Employee Assistance Program

Compassionate Leave Policy

Workday

# Article: KB0019148

|  |  |
| --- | --- |
| Created: | 2021-05-08 17:47:15 |
| Updated: | 2024-02-29 00:07:50 |
| Status: | Published |

## Content

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# Article: KB0019056

|  |  |
| --- | --- |
| Created: | 2024-12-08 21:08:09 |
| Updated: | 2024-12-08 23:50:49 |
| Status: | Published |

## Content

It is Lendlease policy for expenses incurred by you during the course of your normal business to be reimbursed provided they meet set criteria. All expenses must be incurred wholly, exclusively and necessarily in the performance of the duties for the Company.Expenses will be reimbursed provided they are:- A legitimate business expense;- Submitted via the Lendlease eExpenses system;- Reasonable and appropriate for the activity concerned (see Lendlease’s Code of Conduct);- Supported by full and detailed VAT receipts;- Approved by an authorised signatory;- Described, justified, verifiable and coded to cost centre / project; and- Submitted for payment on a timely basis.It is your responsibility to:- Submit your claims in full compliance with the Expenses, Entertainment and Gifts Policy; and- Keep records of the expenses claimed and to deal with any tax issues relating to them.It is the responsibility of the Approver to check the accuracy and completeness of all expense claims, and compliance with this policy.With the exception of those expense types covered by the Home to Site Travel Expenses Policy, areas or items of expenditure that are not covered in this policy:- Will not normally be reimbursed unless a satisfactory explanation and appropriate authorisation is submitted;- Should have prior approval from the relevant level of authority; and- Should be undertaken in the spirit of the policy and its direction.You should direct any queries relating to this policy to the head of your business unit or function or the relevant finance manager.  
CLAIMING GENERAL AND TRAVEL EXPENSES If you are UK-based you are required to submit their expenses via the Lendlease eExpenses system. All costs should be assigned under the appropriate headings with a full and accurate description of the reason for the expense. For example:- Journeys need to have details of the start and end destination;- Both employee and client entertainment need to include names of attendees and the purpose of the event; and - All expenses need to be accompanied with an explanation of their business purpose.You must submit expenses for authorisation in a timely manner. Expenses received that are over three months old will only be paid if authorised by a higher authority.You must ensure that expenses are charged to the correct project codes or cost centres. If unsure, you should ask your people manager or business unit finance manager.Receipts All original receipts must be scanned and attached to claims when submitted. In the event that you have no access to a scanner you should contact ExpenseQueries@LendLease.com  to make alternative arrangements.  Receipts are required to:- Evidence that you have incurred the expense;- Enable the company to claim the expense as a legitimate business expense for Corporation Tax and VAT purposes; and- Enable you to claim the expense as a deductible payment for income tax purposes, or allow the company to pay the income tax on the expense on your behalf (benefit in kind rules).Receipts should be numbered with the line number from the eExpenses system. If receipts have been sent to Finance Services they cannot be returned.If receipts have been lost, a full explanation is required. Repeated failure to produce receipts could result in expenditure not being reimbursed.You must retain original receipts or electronic copies of all receipts as per HMRC GuidelinesCredit card receipts alone are not acceptable and will be rejected.Approval Authorised signatories should:- Review claims made and adjust them if necessary.  They are responsible for the accuracy and completeness of all expense claims as well as ensuring this policy is enforced.Upon approving the expense claim the approver is verifying the following:- The business justification is correct and aligned with the guidance provided in this document; and- The cost centres and project codes are correct.POLICY Access Europe Expenses Standard and Global Expenses Policy

# Article: KB0018921

|  |  |
| --- | --- |
| Created: | 2025-05-20 03:51:10 |
| Updated: | 2025-05-20 17:35:35 |
| Status: | Published |

## Content

Please click here to view the Overtime Claim Policy

# Article: KB0018787

|  |  |
| --- | --- |
| Created: | 2021-05-08 18:51:18 |
| Updated: | 2024-02-29 00:07:50 |
| Status: | Published |

## Content

To assist employees with their transport requirements, Lendlease provides parking options for eligible employees. Parking is available through three methods: • Salary packaging: Where available, employees are provided with the option to park in a parking facility at or near their primary work location on a permanent basis. The cost of parking will be deducted from their salary at a tax effective rate.• Tool of trade: Parking is provided, where required, for business purposes.• Special circumstance: Parking may be provided to employees who have special needs (e.g. temporary mobility impairment). This method is by approval only and on a discretionary basis.

How do I apply for salary packaged parking?  
Permanent and fixed-term employees are eligible for salary packaged parking, subject to policy conditions. Individuals employed under the terms and conditions of an operative enterprise agreement with a Lendlease group company should refer to the relevant enterprise agreement to determine if this policy applies to you.

PREPARE

Contact your local office support team e.g. Chatswood Support, obtain information on availability and costs. If you don't have a local support team, please contact Barangaroo support.

ACT

Confirm with the office support that you would like to salary sacrifice parking.

FINALISE

Payroll will deduct the relevant amount from your pay in the next available pay run. This will be viewable on your payslip.

How do I arrange parking for my tool of trade?  
Permanent and fixed-term employees may be eligible, if access to parking is deemed necessary for the employee to fulfill their current role responsibilities.

PLAN

Read through the Parking Policy.

PREPARE

Organise a discussion with your manager or your Strategic Business Partner if you believe you need tool of trade parking to fulfill your job responsibilities.

ACT

The relevant business unit manager with consultation from your Strategic Business Partner will make a decision if your role requires parking.

FINALISE

You will be informed accordingly of the arrangement and associated conditions if you are eligible for tool of trade parking.

How do I obtain special circumstance parking?  
Employees who have special needs may be eligible for special circumstance parking, subject to availability of parking and approval at their manager’s discretion.

PLAN

Read through the Parking Policy.

PREPARE

Organise a discussion with your manager about the special circumstance parking.

ACT

The relevant business unit manager in consultation with their Strategic Business Partner will consider the request, eligibility and circumstances.

FINALISE

Your manager will let you know of the outcome and if you have been granted special circumstance parking.  If you have been granted parking your manager will facilitate arrangements accordingly with you.

How do I stop salary sacrificing for a parking spot?  
Contact Barangaroo Support or your local office support to organise the cancellation of your packaged parking.  
Resources

Parking Policy

Contact People Connect

Salary Sacrifice - Quick Fact Guide

# Article: KB0019084

|  |  |
| --- | --- |
| Created: | 2024-11-14 18:59:44 |
| Updated: | 2024-11-14 19:22:16 |
| Status: | Published |

## Content

Lendlease support employees when they are requested to move across the country for extended periods of work, and operates a Domestic Mobility Framework to balance the impact of a move to an individual and their family, with the needs of the business.  The Domestic Mobility Framework has been developed for use across the Australia region, in all locations where Lendlease operates.  The framework provides direction and guidance for managers, employees and People & Culture professionals for structuring domestic assignments and transfers appropriately and consistently.  
The framework ensures mobility at Lendlease:

Is fair, equitable and competitive in the marketplace;  
Provides resourcing solutions for projects whilst enabling talent development;  
Is seen as a positive career differentiator and not a career risk; and  
Is governed by policies and processes which are cost-effective, bench-marked and implemented consistently.

Depending on the situation, and whether the move is temporary or permanent, assistance under the framework may extend to: • Relocation transport (typically airfares) to the new location; • Relocation leave • Removalist costs • Temporary (or in some cases ongoing) accommodation assistance in the new work location Benefit amounts and allowances are subject to approval and allowances will generally be paid in addition to an employee’s Total Package Value (TPV).  
Any exceptions to the policies require sign off by authorised representatives as per the Limits of Authority.   
The following policies define the support provided to employees in different circumstances.If you have further questions on the domestic mobility framework please contact People Connect or the relevant Stategic Business Partner.

Standards

Domestic Mobility Long-Term Relocation

Domestic Mobility Short-Term Relocation

Domestic Mobility Permanent Relocation (Business Driven)

# Article: KB0018887

|  |  |
| --- | --- |
| Created: | 2025-05-05 20:17:29 |
| Updated: | 2025-05-05 20:27:06 |
| Status: | Published |

## Content

Click here to view the Family Care Leave Policy

# Article: KB0019003

|  |  |
| --- | --- |
| Created: | 2021-05-07 07:29:10 |
| Updated: | 2024-02-29 00:07:51 |
| Status: | Published |

## Content

Lendlease has a number of programs designed to help employees care for their children and deal with family emergencies.Childcare leave grants eligible employees with paid time-off to spend time with their children.

What are the eligibility requirements?  
Permanent full-time, fixed term contract full-time and part-time employees who have completed at least three months of service and are employed in Singapore on local terms are eligible for childcare leave or extended childcare leave.  
How do I apply?

PLAN

Read through the Childcare Leave Policy.

PREPARE

Where possible, discuss your leave plans with your manager in advance.  
If the leave is planned, the required notice is:• Less than five working days requested – at least five working days in advance• More than five working days requested – at least one month in advanceCollect the relevant documentation to support your application::• For employees with non-Singapore citizen children  - A copy of the birth certificate of the youngest child  - Other relevant documents, as required• For employees with Singapore citizen children  - Birth certificate of the youngest child  - Singapore citizenship certificate – for child not born a Singapore citizen  - Government paid childcare / extended childcare leave declaration form (GPCL1)  - Other relevant documents, as required

ACT

Update your child's details in Workday via the Benefits worklet, with the relevant documents. Childcare Leave or Extended Childcare Leave will only be available after your child's details are updated.   
Following the discussion with your manager, enter the application in Workday via the Absence worklet and attach the relevant documents.

FINALISE

Your manager will review the application and you will be notified via Workday of the outcome.

Resources

Childcare Leave Policy

Workday

# Article: KB0018891

|  |  |
| --- | --- |
| Created: | 2025-05-05 20:18:23 |
| Updated: | 2025-05-05 21:36:08 |
| Status: | Published |

## Content

Click here to view the Medical Leave Policy

# Article: KB0020052

|  |  |
| --- | --- |
| Created: | 2025-01-22 01:48:14 |
| Updated: | 2025-01-22 01:58:43 |
| Status: | Published |

## Content

Click here to view the Public Holiday Swap Leave policy.

# Article: KB0018950

|  |  |
| --- | --- |
| Created: | 2025-04-20 21:30:45 |
| Updated: | 2025-04-27 18:19:13 |
| Status: | Published |

## Content

Click here to view the Compassionate Leave Policy

# Article: KB0018785

|  |  |
| --- | --- |
| Created: | 2025-05-05 20:16:25 |
| Updated: | 2025-05-05 20:25:42 |
| Status: | Published |

## Content

ESAP (referred to as the "Plan") offers eligible Lendlease employees the opportunity to become security holders in Lendlease by acquiring Lendlease Stapled Securities (LLSS) by way of an effective salary sacrifice from pre-tax salary.   
Under the plan, employees may contribute a maximum of $5,000 per financial year from pre-tax salary (to be deducted each pay in equal amounts) to acquire LLSS. It is strongly recommended that you seek appropriate qualified financial and taxation advice and fully understand the terms and conditions that govern ESAP membership before deciding to become a member of ESAP. For further information on ESAP, please read the ESAP Information Booklet or contact People Connect.  
Privacy laws regulate the way organisations collect, use, disclose, keep secure and give people access to your personal information. Download the ESAP privacy notification in the ESAP Information Booklet for more details.

What are the eligibility requirements?  
Permanent full-time or part-time employees of Lendlease are eligible to participate in the Plan. You can access tax concession if you are an Australian resident for tax purposes and elect to salary sacrifice up to $5,000.00 per financial year. If you have elected to salary sacrifice to ESAP from Annual bonus, you cannot participate in ESAP through your Total Package Value.  
How do I apply?

PLAN

Review the ESAP Information Booklet and ensure you understand the terms and conditions that govern ESAP membership.Seek appropriate qualified financial and taxation advice before deciding to become a member of ESAP.

PREPARE

Determine your nominated salary sacrifice amount for the current financial year (up to $5,000). The amount included will be divided by the number of purchase months remaining in the current financial year and sacrificed from your salary in equal instalments each month.For future financial years, the salary sacrifice amount will be divided across 12 purchase months or until such time as you update us.

ACT

Salaried employees - Please nominate your salary sacrifice via the Benefits worklet in Workday Wages employees - Please complete the Wages salary sacrifice form below and send to payroll

FINALISE

Payroll will deduct the amount stipulated in the first pay-run following receipt of your form.The amount sacrificed will be used to acquire LLSS on your behalf the month following the salary sacrifice. Once LLSS have been acquired on your behalf, you will receive an email welcoming you to ESAP and informing you of the action required to set up your Shareworks account.

How do I keep a track of my securities?  
Lendlease uses Shareworks to administer and manage ESAP on behalf of Lendlease.Shareworks will keep track of your LLSS and provide you with annual statements and relevant information about your security holdings. Additionally, you will have access to your Shareworks account to keep up to date with your security holdings.  
How do I amend/ cancel my participation?  
Employees have the opportunity to elect their salary sacrifice amount when entering into the program. The amount included will be divided by the number of purchase months remaining in the current financial year and sacrificed from your salary each month.For future financial years, the salary sacrifice amount will be divided across 12 purchase months or until such time as you change your election from Elect to Waive in Workday. For steps on how to cancel your election please see the Quick Fact Guide.  
What happens to my LLSS acquired under the Plan if I leave Lendlease?  
LLSS acquired on your behalf will be transferred into your name on the Lendlease Computershare Share Registry after the cessation of your employment with Lendlease. Once the LLSS are transferred into your name, you will be free to deal with the securities in any manner you see fit.A taxing point may occur when the securities are transferred to you – for more information, please refer to the tax guide in the ESAP Information Booklet.  
Resources

ESAP Information Booklet

Salary Packaging Information

Shareworks  (For employees with a Shareworks account)

Ask People Connect

Salary Sacrifice Election form - Wages only

Salary Sacrifice - Quick Fact Guide

# Article: KB0018967

|  |  |
| --- | --- |
| Created: | 2025-05-25 19:24:52 |
| Updated: | 2025-05-26 00:48:32 |
| Status: | Published |

## Content

If you are leaving Lendlease it is important to follow several steps to ensure correct payments are made including your salary, annual leave and any benefits as a result of voluntary or involuntary termination.  
What steps do I need to take?

PLAN

Read the Leaving Lendlease brochure in the resources section below.

PREPARE

Submit your resignation to your manager and give the appropriate notice period.

ACT

Enter your termination in Workday. For assistance with this process please access the quick fact guide.Complete any required activities listed in the Leaving Lendlease brochure. Ensure you return company property to your manager prior to your departure, including:- Corporate credit card- Laptop- Mobile phone- Security passes- Any other assets or property belonging to Lendlease  
Review the Employee Data Handover Guideline and Data Handover Template for guidance on managing your data when you are leaving Lendlease.   
To arrange remote collection of your Lendlease equipment please click here.

FINALISE

In most cases, any relevant salary/wages, annual leave and long service leave will be paid within fourteen (14) days of the date you cease employment, providing all necessary paperwork was received by People & Culture and payroll in sufficient time. You will also receive an email requesting your feedback in an exit survey. The purpose of the survey is to explore your reasons for leaving and use your feedback to make improvements to the quality of our organisation. Your responses and comments are confidential.

Resources

Leaving Lendlease Brochure

Workday

Ask People Connect

Quick Fact Guide - How to initiate a Termination

# Article: KB0018956

|  |  |
| --- | --- |
| Created: | 2025-05-05 21:50:08 |
| Updated: | 2025-05-05 21:57:49 |
| Status: | Published |

## Content

Click here to view the Long Service Leave Policy

# Article: KB0018953

|  |  |
| --- | --- |
| Created: | 2025-04-13 20:54:04 |
| Updated: | 2025-04-13 21:32:12 |
| Status: | Published |

## Content

Click here to view the Defence Leave Policy

# Article: KB0018937

|  |  |
| --- | --- |
| Created: | 2025-05-05 21:32:11 |
| Updated: | 2025-05-05 21:34:51 |
| Status: | Published |

## Content

Click here to view the Service Recognition Policy

# Article: KB0019145

|  |  |
| --- | --- |
| Created: | 2021-05-07 19:33:33 |
| Updated: | 2024-02-29 00:07:52 |
| Status: | Published |

## Content

Use this Quick Fact Guide to generate your own confirmation of employment letter in Workday

#

Instruction

Screen

1.

ACCESSING THE REFERENCE LETTER  
There are two ways you can access the Reference Letter task within Workday.

1. The simplest is to search for “Request Reference Letter” in the top search bar and select the task from the dropdown menu

You can also navigate to the task from the actions button under your profile.- Click on your photo in the top right-hand corner of the screen and select view profile. - Then click Actions > Worker Request > Request Reference Letter.

Both of the above navigation paths will take you to the Request Reference Letter screen

2.

GENERATING THE REFERENCE LETTER  
In the Request Reference Letter screen, you will need to select which type of letter you require.  
Click into the box next to Reference Letter to view the options  
1. If you are generating the letter for yourself, you will select “Reference Letters for Current Employee”.  
2. If you are a manager and have received a request from a former employee, please select “Reference Letters for Former Employee”.  
You will then be asked to confirm if you require the letter to include base pay information or not  
Once you have made your selection click submit at the bottom of the screen.

RETRIEVING THE REFERENCE LETTER  
The reference letter will be generated and available in your inbox  
Click on the Inbox link on the right-hand side of the confirmation screen or   
click the inbox tray icon in the top right-hand corner of the screen

The generated document will appear in your email actions folder.  
You can click the hyperlink to view and save the letter  
Tick to confirm the letter is as per requirements and click Submit.  
A copy of the letter will be placed in your Worker’s Profile > Personal > Documents tab and remain on your profile

# Article: KB0018969

|  |  |
| --- | --- |
| Created: | 2024-12-17 20:56:51 |
| Updated: | 2024-12-17 21:00:24 |
| Status: | Published |

## Content

A contingent worker is an individual who is not a permanent employee and can only be engaged through one of the following two methods:

Private Limited Company  
Recruitment Agency

Lendlease does not engage directly with sole traders.  
Her Majesty's Revenue & Customs (HMRC) regularly conduct audits in relation to employment status. If an individual has been treated as self-employed, but the paperwork does not support this, or if it fails to reflect the reality of the relationship, they will challenge the employment status of the individual. This could have financial implications for Lendlease.  
If you are in doubt around a contract hire or have any questions, please contact Europe Contingent Resourcing. In the event of uncertainty, individuals should not be paid, until advice has been sought.

Resources

Workday

Contingent Worker Guidance

# Article: KB0018807

|  |  |
| --- | --- |
| Created: | 2021-05-05 21:51:17 |
| Updated: | 2024-02-29 00:07:52 |
| Status: | Published |

## Content

Americas People & Culture  
PURPOSE The Company is an equal opportunity employer. It is the policy of the Company to prohibit discrimination of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, disability, health status, military or veteran status, political affiliation and/or any other categories protected by applicable federal, state or local law.  The Company will conform with the spirit as well as the letter of all applicable laws and regulations.SCOPE All Lendlease US EmployeesPOLICY Equal Employment Opportunity & Non-Discrimination PolicyThe policy of equal employment opportunity and non-discrimination applies to all aspects of the relationship between the Company and its employees, including but not limited to:

Recruitment  
Employment  
Promotion  
Transfer  
Training  
Working conditions  
Wages and salary administration  
Employee benefits and application of policies

The policies and principles of equal employment opportunity and non-discrimination also apply to the selection and treatment of independent contractors, personnel working on our premises whom are employed by temporary agencies and any other persons or firms doing business for or with the Company.Dissemination and Implementation of Policy The officers of the Company will be responsible for the dissemination of this policy.  Directors, managers and supervisors are responsible for implementing equal employment practices within each department.  The People & Culture Department is responsible for the Company’s overall compliance and shall maintain personnel records in compliance with applicable laws and regulations.  
Procedures Company practices that support this policy include the following:

The Company displays posters regarding equal employment opportunity in areas highly visible to employees.  
All advertising for job applicants includes the statement “An Equal Opportunity Employer.”  
The Company forbids retaliation against any individual who files a charge of discrimination, reports harassment, or who assists, testifies or participates in an equal employment proceeding.  
Employees are required to report to a member of management, People & Culture representative, or the General Counsel any apparent discrimination or harassment.  Reports should be made within 48 hours of the incident(s).

Harassment  
Harassment is defined by Federal, State and (where applicable) local law. Harassment is a form of unlawful discrimination and violates this policy.  The Company’s prohibition against harassment and the related reporting mechanism is set forth in its Harassment-Free Workplace Policy and Complaint Procedure.  
Harassment is against the law.  All employees have a legal right to a workplace free from harassment, including sexual harassment, and employees can enforce this right by filing a complaint internally with the Company, or with a government agency or in court under federal, state or local anti-discrimination laws.  The Harassment-Free Workplace Policy applies to all employees, applicants for employment, interns, contractors and persons conducting business with the Company.Remedy for Violation of Policy Violations of the Company’s Harassment-Free Workplace Policy, regardless of whether or not an actual law has been violated, will not be tolerated. The Company will investigate every issue that is brought to its attention in this area and will take appropriate disciplinary action, up to and including termination of employment for employees who are found in violation of this policy.  Further remedies may be available by other agencies.Harassment-Free Workplace Policy & Compliant Procedure Policy Statement  
The Company is committed to providing its employees with a work environment free of unlawful harassment.  In keeping with this commitment, the Company expressly prohibits harassment based on race, color, religion, sex, sexual orientation, gender, gender identity and expression, national origin, age, disability, genetic information, military or veteran status, political affiliation and/or any other categories protected by applicable federal, state or local law.  Unreasonable interference with an individual’s work performance or creation of a hostile, intimidating or offensive working environment will not be tolerated.  All Company employees must act responsibly to help establish a comfortable working environment free from harassment.  The Company strongly disapproves of and will not tolerate harassment of employees by other employees, managers, supervisors or co-workers, clients or vendors.  
This policy prohibits unlawful harassment in any form, including verbal, physical, or visual harassment.  This policy applies to all conduct between Company employees, including but not limited to, conduct during company events, including after-hours meetings, gatherings and celebrations with employees, clients, vendors, etc.  This policy applies to employees at all levels and positions within the Company.  
Sexual Harassment  
Generally, sexual harassment is unwelcome behavior that may or may not include sexual conduct. Both males and females may be victims of sexual harassment by persons of the same or opposite gender.  In particular, sexual harassment includes unwelcome sexual advances or propositions, sexual flirtations, leering, verbal abuse of a sexual nature, subtle pressure or requests for sexual favors or acts, unwanted touching or intimacy, insulting or degrading sexual remarks or conduct, epithets, derogatory remarks or negative stereotyping based on gender, sexually explicit or offensive jokes, and the posting or display in the workplace of sexually offensive or degrading materials, electronic or otherwise.  
Federal, state and (where applicable) local laws define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical contact of sexual nature when:

submission to such conduct is made either explicitly or implicitly a term or condition of employment; or  
submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or  
such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile or offensive working environment.

The following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

Sexual advances – whether they involve physical touching or not;  
Direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, wage/salary increases, promotions, increased benefits, or continued employment;  
Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments on an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess;  
Displaying sexually suggestive objects, pictures, cartoons;  
Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;  
Inquiries into one’s sexual experience; and/or  
Discussion of one’s sexual activities.

Protected-Class Harassment  
In addition, federal, state and (where applicable) local laws prohibit any form of harassment that impairs an employee’s working ability or creates an intimidating, hostile or offensive work environment, and is based on or taken because of the employee’s race, color, religion, sex, sexual orientation, gender, gender identity or expression, national origin, age, disability, genetic information, military or veteran status, political affiliation and/or any other class protected by applicable federal, state or local law.  Such offensive behavior may take a variety of forms, including, but not limited to:

Epithets, derogatory comments, jokes or slurs;  
Derogatory or offensive posters, cards, objects, symbols, calendars, cartoons, graffiti, drawings, online postings or gestures;  
Assaults, blocking normal movement or interfering with work; and/or  
Retaliation for having reported or threatened to report harassment.

Who can be a target of sexual harassment?  
Sexual harassment can occur between any individuals, regardless of their sex or gender.  The law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace.  A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.  
Where can sexual harassment occur?  
Unlawful sexual harassment is not limited to the physical workplace itself.  It can occur while employees are traveling for business or at employer sponsored events or parties.  Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during work hours.Any form of unlawful harassment creates an unprofessional and unacceptable atmosphere.  Regardless of its form, harassment of employees occurring in the workplace or in other settings in which employees perform their work is unlawful and will not be tolerated by the Company.  The Company will take reasonable steps to prevent harassing conduct by supervisory and non-supervisory employees, coworkers, clients, and vendors.  Further, any retaliation against an individual who, in good faith, has complained about workplace discrimination, retaliation or harassment, or who has cooperated with the Company’s investigation of such matters, is similarly unlawful and will not be tolerated.  
In addition, the Company strictly prohibits its managers, supervisors and other employees from implying or suggesting that an applicant’s or employee’s submission to or refusal to submit to sexual advances or participation in such conduct is a condition of continued employment or receipt of any job benefit (including job assignment, compensation advancement, career development, or any other term or condition of employment).   
What is “Retaliation”?  
Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.   
Such retaliation is unlawful under federal, state, and (where applicable) local law. The law protects any individual who has engaged in “protected activity.”  Protected activity occurs when a person has:  
filed a complaint of harassment, either internally or with any anti-discrimination agency;  
testified or assisted in a proceeding involving harassment under an applicable human rights and/or fair employment law or other anti-discrimination law;  
opposed harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;  
complained that another employee has been harassed; or  
encouraged a fellow employee to report harassment.  
Reporting Procedures  
The Company's reporting procedures (the “Company’s Reporting Procedures”) provide for a thorough and objective investigation of any harassment claim, appropriate disciplinary action against an individual or individuals found to have engaged in prohibited harassment, and appropriate remedies to any employee who has been a victim of harassment.   
The Company requires immediate reporting of all perceived incidents of harassment.  If you believe that you are being harassed, or if you believe that your employment is being affected by such conduct directed at someone else, you should discuss your concerns with your immediate supervisor or a People & Culture Strategic Business Partner.   
Additionally, employees may contact the Company’s Harassment Hotline at 1-866-513-2097.  Should employees know of an incident of harassment, they are expected to immediately utilize the available options outlined above for communicating such incidents.  The report should include details of the incident(s), the names of individuals involved, the names of any witnesses, direct quotes when relevant, and any documentary evidence (e-mails, notes, pictures, cartoons, etc.). The Company provides a complaint form which employees can use to report harassment and file complaints.  All employees are encouraged to use this complaint form.  
The Company will conduct a thorough and objective investigation that ensures due process for all parties.  All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation. The investigation will be completed, and a determination made and communicated to you as soon as practical. The Company will endeavor to protect the privacy and confidentiality of all parties involved to the extent possible consistent with a thorough investigation and any resultant disciplinary action.  
If the Company determines that harassment in violation of this policy has occurred, disciplinary action up to and including immediate discharge will be taken. Appropriate action may also be taken to deter any future harassment.  Managers or supervisors who knowingly allow harassing behavior to continue will be subject to disciplinary action.  
While the Company is confident that its internal complaint procedure will effectively address all complaints of violations of this policy and encourages employees to use this internal complaint procedure, employees who believe that they have been subject to unlawful harassment or discrimination also have the right to pursue legal remedies in court and/or file a formal complaint with the government agencies that investigate and prosecute complaints of unlawful harassment and discrimination in employment, including the Equal Employment Opportunity Commission (the “EEOC”) and state and local government agencies enforcing state and local laws (including the New York State Division of Human Rights and New York City Commission on Human Rights).  Information about filing a discrimination or harassment complaint with the EEOC is available on the EEOC’s website at https://www.eeoc.gov.  The EEOC can also be reached by calling 1-800-669-4000 or emailing info@eeoc.gov.  Additional information may also be available from state or local agencies, where applicable, regarding the procedures for filing administrative claims, and further information may be found here.  
Supervisory Responsibilities  
All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to People & Culture.   
In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.   
Supervisors and managers will also be subject to discipline for engaging in any retaliation.  
Investigations and Non-Retaliation  
We will investigate any claims of harassment promptly, impartially, thoroughly and, to the extent possible, confidentially.  The manner and extent of investigation and confidentiality is at the discretion of the People & Culture Department, as it deems necessary.  Investigations may include taking steps to obtain and preserve documents, emails or phone records relevant to the allegations, requesting and reviewing electronic communications, interviewing all parties involved, including any relevant witnesses, and preparing written documentation of the Company’s findings.  
All employees are expected to cooperate in investigations of harassment complaints by providing truthful information in response to any inquiry.  
After an appropriate investigation, any employee who is found to have violated this policy will be subject to disciplinary measures, as determined by the Company, up to and including termination.  Managers or supervisors who knowingly allow such behavior will be subject to the same measures.  Appropriate written documentation will be placed in his/her personnel file.  
The Company prohibits any form of retaliation against any employee for filing a truthful complaint under this policy or for assisting in a complaint investigation.  Retaliation may result in disciplinary action, up to and including termination.  
If, after investigating any complaint of harassment, the Company determines that the complaint was untruthful or that an employee has provided false information regarding the complaint, disciplinary action, up to and including termination, may be taken against an individual who knowingly filed an untruthful complaint or gave false information.  Reasonable Accommodations The Company is committed to the fair and equal employment of all employees and it is our policy to reasonably accommodate qualified individuals with disabilities or religious needs unless the accommodation would impose and undue hardship on the Company.  A reasonable accommodation is any change or adjustment to the job application process, work environment, or work processes that would make it possible for the employee to perform the essential functions of their position.  Employees seeking an accommodation based on a disability or religious need which will allow them to perform the essential functions of their position should speak with their manager or People and Culture Strategic Partner, who will work with the employee to identify possible reasonable accommodations and to assess the effectiveness of each in allowing the employee to perform the essential functions of their position.  All information obtained concerning the medical condition or history of the employee will be treated as confidential.  
Work Standards  
The Company expects all employees to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit personal integrity at all times.  Employees must comply with the Company’s policies and procedures and observe the Company’s high standards of professionalism.  
Solicitation & Distribution of Literature  
Solicitation of an employee by another employee is prohibited if either employee is on working time.  Distribution of advertising materials, handbills, or any other literature by employees in working areas of the Company is prohibited at all times.  Solicitation or distribution of literature by non-employees on the Company’s premises is prohibited at all times.  Only official Company communications and notices may be posted on the Company's bulletin boards.  
Workplace Violence  
The Company expressly prohibits disruptive, threatening or intimidating behavior, as well as any acts or threats of violence, that involve or affect any current or former employee, customer, client, vendor, or other third party on or about its facilities or elsewhere at any time, either during or after working hours.  
The Company absolutely prohibits the possession of firearms and/or other dangerous or deadly weapons by any employee, client, customer, vendor, visitor or other third parties while on Company property or engaged in Company business. Weapons include knives, explosives and any other object designed to cause bodily harm as defined by applicable laws.  This prohibition includes keeping or transporting a firearm or weapon in a vehicle in a parking lot area provided by the Company.  
The Company will take immediate and appropriate disciplinary action consistent with applicable law against any employee who violates this policy, up to and including termination of employment.  
Any employee who is aware of a violation of this policy must report it to his or her immediate manager or a member of the People & Culture Department.  In emergency situations, local law enforcement or the police should be notified immediately.  The Company will undertake a prompt investigation of any violation of this policy, maintaining confidentiality to the extent possible.  Retaliation of any kind against the party reporting a violation of this policy is strictly prohibited.  
Serious Offenses  
Certain acts are considered so serious that they normally will result in termination of employment for a single offense.  Such actions include, but are not necessarily limited to, the following:

Gross insubordination (e.g., refusal to carry out assigned job duties or work-related directives given by a supervisor).  
Deliberate or reckless action that causes either actual or potential loss to the Company or employees, or damage to Company or employee property, or physical injury to employees.  
Fighting or disorderly conduct on the Company’s premises, or at Company-sponsored events off site, or engaging in violence or making threats of violence in the workplace, or using obscene, abusive, or threatening language or gestures.  
Unauthorized use or disclosure of confidential or proprietary information, or related materials.  
Dishonesty or misrepresentation, including falsification of reports, records or Company documents, or deliberate failure to accurately complete reports, records or Company documents.  
Misappropriation or misuse of Company funds or other assets.  
Stealing property from co-workers or clients of the Company.  
Having firearms on Company premises or while on Company business.  
Failing to maintain the confidentiality of Company or client information.  
Use, sale, purchase, transfer, or possession of an illegal drug while on Company property or while on Company business.  
Use, possession, or being under the influence of alcohol on Company property or while on Company business, except during Company-sponsored or approved social or business events at which alcohol is provided, as long as the degree of impairment is insubstantial.  
Violation of the Company's policies, including the policy against unlawful harassment.  
Discrimination in hiring, firing, pay, promotion, transfer, discipline, development, or establishment of terms and conditions of employment of any employee, or retaliation against an employee who has complained about discrimination or harassment.  
Violations of safety standards.  
Violation of security practices (e.g., loaning card keys/codes to non-employees).  
Sleeping on the job or leaving the job without authorization.  
Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of the Company, its employees, clients, or property.

This list is illustrative only and is not intended to cover every possible situation that may arise.  Any conduct that is detrimental to the Company's interests or security, or the safety or welfare of the employee or his or her co-workers, may result in corrective action up to and including termination of employment.  
Substance Abuse and a Drug Free Workplace  
The Company is committed to protecting the safety, health, and well-being of its employees and all people who come into contact with its workplace(s), property, and/or use its services as well as abiding by the laws governing illegal substances.  In accordance with the Drug-Free Workplace Act of 1988, it is the policy of the Company to prevent the use of drugs from having adverse effects at its project and office sites and is committed to maintaining a drug-free workplace.  
Prohibited Behavior  
It is the policy of the Company that the use, sale, offer for sale, purchase, transfer, possession, manufacture, dispensation, trade, or presence in one's system of any controlled substance, including alcohol, illegal drugs, or intoxicants (“Controlled Substances”) by any person while on company/client premises, engaged in safety-sensitive Company business, operating Company/client equipment, applying for employment, or while under the authority of the Company is strictly prohibited.  Employees may not report to work or be subject to duty while their ability to perform their job duties is impaired due to on- or off-duty use of Controlled Substances.  This Policy does not prohibit the use of prescription or over-the-counter drugs as directed by a doctor and/or in accordance with the package directions, as long as the use does not impair the Employee’s ability to perform his or her job duties.  
The Company expects employees to follow the legal requirements relating to the consumption of alcohol.  At no time is alcohol to be stored or consumed within the Company’s project sites or within its project trailers.  Within Corporate or Regional offices, at no time is alcohol to be consumed during core business hours on Company premises or while under the authority of the Company.  To the extent that employees share offices with other Lendlease businesses or anyone else with a more restrictive policy, the more restrictive policy governing that office would control.  
Consequences  
Employee compliance with this Policy is a condition of employment.  Failure or refusal to fully cooperate and comply with this Policy will be grounds for disciplinary action up to and including termination of employment.  If an applicant for employment violates this Policy, the offer of employment will be withdrawn.  
Notification of Convictions  
Any employee who is convicted of a criminal drug violation in the workplace (including employees who plead no contest or nolo contendere) must notify the Company in writing within five calendar days of the conviction. The Company will take appropriate disciplinary action, up to and including termination of employment, within 30 days of notification. Federal contracting agencies will be notified when appropriate.  
Communication  
Communicating this drug-free workplace Policy to both supervisors and employees is critical to the Company’s success.  To ensure all employees are aware of their role in supporting the Company’s drug-free workplace program:

All employees will receive a written copy of this Policy.  
This Policy will be reviewed in orientation sessions with new employees.  
This Policy and any available assistance programs will be reviewed at safety meetings.  
All employees will receive an update of this Policy annually with their paychecks.  
Posters and brochures will be available at all locations.  
Employee education about the dangers of alcohol and drug use and the availability of help will be provided to all employees.  
Every supervisor will receive training to help him/her recognize and manage employees with alcohol and other drug problems.

Drug and Alcohol Testing  
Each employee, as a condition of employment, will be required to participate in pre-employment, post-accident, reasonable suspicion, and random testing upon selection or request of supervisor or management.  
In all instances drug and alcohol screening will be handled by the People & Culture Department both to ensure the integrity of the process and to protect the rights of the individuals involved.  
Pre-employment Testing  
Each offer of employment with the Company will be conditioned upon the passing of a test for alcohol and drugs as permitted by applicable law.  The Company will not hire any applicant who fails to pass the pre-employment alcohol and drug test.  Applicants refusing to take the test or sign the consent form prior to testing will not be hired.  Applicants will not be allowed to begin work until the Company receives a negative test result.  
Post-Accident Testing  
Employees will be subject to post accident testing if involved in an on-the-job accident, near miss on-the-job accident, or incident where injury or property damage did occur or might have occurred. The Safety Manager and/or the Director of Safety must be contacted for consultation prior to notifying the employee of the requirement to test.  
Company employees involved in reportable on-the-job accidents will be sent for drug testing for the use of alcohol or controlled substances as soon as possible after the reported accident and after receiving appropriate medical treatment.  
Reasonable Suspicion Testing  
When the Company or its client have reason to believe that a drug/alcohol problem exists, the employees will be subject to testing after the manager has contacted the People & Culture Department for consultation.  
Other Testing Programs  
The company reserves the right to perform random testing at its discretion, in accordance with applicable law.  
Refusal to Submit  
An employee may not refuse to consent or submit to alcohol or controlled substances tests required by this Policy.  Refusal to submit includes failing to provide adequate breath or urine sample for alcohol or drug testing and any conduct that obstructs or interferes with any stage of the testing process.  This includes adulteration of or tampering with a urine or breath sample.  
Failure or refusal to proceed directly and immediately to the collection site will be considered a refusal to test.  A refusal to test is considered a positive test result.  An employee who fails or refuses to proceed directly and immediately to the collection site will be subject to discipline, up to and including termination.  
Confidentiality/Record keeping  
All employee alcohol and controlled substance test records are considered confidential. For the purpose of this Policy/procedure, confidential record keeping is defined as records maintained in a secure manner, under lock and key, accessible only to the People & Culture Department.  
Employee alcohol and controlled substance test records will only be released in the following situations:

To the employee, upon his/her written request;  
Upon request of a government agency with regulatory authority over the Company;  
Upon request of state or local officials with regulatory authority over the Company; and  
Upon request by subsequent employers upon receipt of a written request by a covered employee.

REFERENCE Group Code of Conduct Policy Group Diversity & Inclusion Policy Group Employee Concerns and Advocacy Policy Group Harassment and Bullying Policy Group Substance Misuse Policy

# Article: KB0019057

|  |  |
| --- | --- |
| Created: | 2025-03-12 03:47:40 |
| Updated: | 2025-03-12 03:48:30 |
| Status: | Published |

## Content

Click here to view the External Study and Study Leave policy

# Article: KB0019055

|  |  |
| --- | --- |
| Created: | 2025-03-12 03:09:09 |
| Updated: | 2025-03-12 03:15:52 |
| Status: | Published |

## Content

Click here to view the Employee Referral policy

# Article: KB0018918

|  |  |
| --- | --- |
| Created: | 2025-04-22 04:09:32 |
| Updated: | 2025-04-29 18:09:42 |
| Status: | Published |

## Content

Click here to view the National Service Leave Policy

# Article: KB0019126

|  |  |
| --- | --- |
| Created: | 2025-05-19 23:30:11 |
| Updated: | 2025-05-19 23:32:42 |
| Status: | Published |

## Content

Click here to view the Retirement and Re-Employment Policy

# Article: KB0019144

|  |  |
| --- | --- |
| Created: | 2021-05-07 19:34:05 |
| Updated: | 2024-02-29 00:07:52 |
| Status: | Published |

## Content

This quick fact guide provides step by step instructions on how to submit a leave request in Workday.

#

Instruction

Screen

1.

Request Leave  
a. Select the Absence icon on the Workday homepage  
b. Click -Request Absence’

2.

In the Absence Calendar screen  
a. Navigate to the month you would like to input the leave into  
 b. Click on the days you wish to request as leave (selected days will highlight blue)  
c. Click ‘Request Absence’   
d. Click ‘Type’ and select correct leave type

e. Click ‘Next’

For longer periods of leave such as Parental Leave or Sabbatical Leave, you must enter the full date range. Follow step 1 to access the Absence calendar then follow the below steps.  
a. Click ‘Select Date Range’

b. Input the date ranges and the type of leave From – First day of leaveTo – Last date of Leave

c. Click ‘Next’ to continue

3.

In the Request Absence screen it will show an overview of the dates, hours and type of leave.   
a. To input additional requests for leave, Click the + icon on the left hand side of the table

b. If you need to edit the hours, Click Edit Quantity per day

c. If you need to edit the date range, Click the ‘From or To’ to bring up the calendar and reselect dates

d. To edit the type of leave, click X out the current leave and reselect from the list

e. Enter a comment if necessary   
f. Select attachments if this type of leave requires documentation  
g. Click ‘Submit’

4.

To View submitted absence requests  
a. Click on your Workday profile (either a cloud or your photo) from the top right-hand corner of the Workday homepage

b. Click ‘Time Off’

c. Select the Time Off and Leave Requests tab

5.

Please note:   
· Annual leave and Wellbeing leave are automatically approved i.e. they do not go to your manager for approval.  
· Discuss your annual leave and wellbeing leave with your manager before you enter the request into Workday. All other leave types require manager approval in Workday, such as parental, partner, personal, emergency, compassionate, leave without pay, sabbatical leave.  
· Leave is displayed in hours for AUS and AMER and in days for ASIA and UK.

· Each region has different leave types.  
Please contact People Connect if you have any questions or need assistance entering a leave request.

# Article: KB0019004

|  |  |
| --- | --- |
| Created: | 2021-05-07 07:25:18 |
| Updated: | 2024-02-29 00:07:53 |
| Status: | Published |

## Content

Lendlease encourages all employees to take regular breaks to support mental health and wellbeing. Annual leave is paid time off granted to eligible employees to use as requested.

What are the eligibility requirements?  
Permanent full-time, fixed-term contract full-time employees and part-time employees employed on local terms are eligible for annual leave.  
How do I apply?

PLAN

Read through the relevant Annual Leave Policy for your employment location.

PREPARE

Discuss your leave plans with your manager well in advance, in order to agree to a time which minimises disruption to your team and the business.  
The required notice periods are:- Less than five working days requested - at least five days in advance- More than five working days requested - at least one month in advance

ACT

Once you have obtained your manager’s support, record your leave record in Workday via the Absence worklet.  
Your annual leave will be automatically approved in Workday.

FINALISE

For any issues relating to leave contact your manager or ask People Connect

Resources

Annual Leave Policy - Singapore

Annual Leave Policy – Malaysia

Workday

# Article: KB0018769

|  |  |
| --- | --- |
| Created: | 2021-05-03 07:34:01 |
| Updated: | 2024-02-29 00:07:53 |
| Status: | Published |

## Content

Insurance is an important part of providing for our employees and their families in the event of illness, injury or unfortunately sometimes in the case of death.Having insurance to bring a level of financial relief during these times can provide great comfort to our employees and their families.Our permanent employees who are members in the Lendlease Superannuation Plan provided by Mercer, will be provided with the following insurances:• Death & Total and Permanent Disablement (Death &TPD)• Income Protection (IP)Please refer to the Insurance Booklet in the Resources section for specifics relating to policy coverage.Also note, that if you choose to join the Lendlease Superannuation Plan at a time other than when first joining Lendlease (for employees hired after 1 May 2018), your cover will be restricted to “new event” cover only for the first 2 years of membership and you may be required to complete medical tests at the discretion of the insurer.   
Death & TPD  
This insurance is a compulsory component of membership within the Lendlease Superannuation Plan as provided by Mercer.Upon joining the plan, employees will be offered insurance based on a default formula of: Sum insured = 15% x Salary (excluding super) x years to age 65. Insurance based on the formula above will not require the employee to complete any medical tests provided they join when first offered to them (typically upon hire) and the total sum insured does not exceed $1.5 million. Members who transitioned from other Lendlease funds on 23 May 2018 may have other minimum levels of cover as specified in their transfer guide. The premiums for this insurance (using sum insured based on the formula) will be paid for by Lendlease. Any cover that a member has in excess of this default level, will have the additional portion of the premium deducted from their superannuation account.  
Income Protection Also known as salary continuance, income protection provides a level of income should you become temporarily injured or ill which prevents you from working for a period of time.   
The cover provided to members is: Sum insured = 75% of salary (excluding mandatory super contributions), paid monthly for a maximum of 2 years. Premiums for this insurance are charged monthly to members accounts, at corporate rates which are typically lower than retail. This insurance is provided automatically when joining the fund, however members may choose to “opt out” if this cover is not required or already held privately via another policy.    
Resources  Lendlease Superannuation Plan Category A & B Insurance book – Wages & Salaried

# Article: KB0020469

|  |  |
| --- | --- |
| Created: | 2025-02-25 07:56:31 |
| Updated: | 2025-02-25 17:00:24 |
| Status: | Published |

## Content

At Lendlease, our people are the greatest contributors to our success, and we are always looking for great early career talent!

Under the Employee Referral Program (ERP), all Lendlease Australia employees are encouraged to refer quality talent, whom they believe aligns with our culture and values, and who would be a positive addition to our business into to the organisation. There is no limit to the number of candidate referrals you can submit.

Please note a reward payment for any successful undergraduate and graduate referral will not be paid as it does not meet the policy eligibility criteria. Please refer to the Referral Payment section outlined in the Employee Referral Program Policy.

What are the eligibility requirements into the Undergraduate and Graduate Program?

Undergraduate Program

Candidate must be in their penultimate year of degree when applying, ensuring they can commence full-time employment when on the program.

Australian or New Zealand Citizenship or Permanent Resident only.

Graduate Program

Candidates must be in their final year of degree when applying, ensuring they can commence full-time employment when on the program.

Australian or New Zealand Citizenship or Permanent Resident only.

How to submit a referral:   
1.1 Referring Employees  
Employees must use the referral form to submit a referral. All questions within the form must be completed and submitted for your referral to be considered.  
Strictly no referrals beyond formal application close date will be accepted.

1.2 Referred Candidates  
All Referred Candidates are required to submit a formal application to either the Undergraduate or Graduate Program and complete the online assessment and video interview stages.   
Please note, not all referrals will proceed to Interview stage.

Resources:   
Employee Referral Program Policy – Australia

# Article: KB0018783

|  |  |
| --- | --- |
| Created: | 2025-04-28 23:19:39 |
| Updated: | 2025-04-29 17:54:07 |
| Status: | Published |

## Content

Identity Theft protection, offered through ID Watchdog, covers identity monitoring and internet surveillance, credit monitoring, social media monitoring, password protection, lost wallet protection, digital exposure report, and identity theft insurance up to $1,000,000.00, for fraudulent electronic transfers from checking and savings accounts. You will receive real-time credit alerts within minutes of detected activity.  The customer care center and case managers are available 24/7 to assist with managing resolutions.   
ID+3 level coverage offered includes Dark Web Monitoring, Fraud Alert Reminder, High Risk Monitoring, Identity Monitoring, Sex Offender Notifications, and monitoring of your bank account and credit cards.

What are the eligibility requirements?  
All active full time salaried eligible employees are eligible for this benefit.  
How do I apply?  
Newly hired employees are eligible to elect this benefit when electing their healthcare benefits. Elections must be completed within 31 days from the employee’s start date. Current employees may elect this benefit during our annual open enrolment or if they experience a qualifying life event during the year.  
How do I manage my account?  
Employees who elect this benefit will receive a welcome letter which will include information along with the employee’s unique identification code. Once the welcome letter is received the employee can log in to the secure website to activate his/her account online.   
If you wish to make changes to your coverage please call the Benefits Center at 844 549 6210.If you have questions, review the information on the website at https://dashboard.idwatchdog.com/ or call 866 513 1518.   
What are the advantages of identity theft protection?  
This benefit provides complete identity monitoring as a deterrent against identity theft.  
Resources

ID Watchdog Identity Theft - Benefit Summary

ID Watchdog Identity Theft - Summary of Benefit

ID Watchdog Identity Theft - Features

ID Watchdog Identity Theft - FAQs

ID Watchdog Identity Theft - Family Flyer

# Article: KB0018835

|  |  |
| --- | --- |
| Created: | 2021-05-06 02:52:41 |
| Updated: | 2024-02-29 00:07:53 |
| Status: | Published |

## Content

Americas People & Culture

Approver's name and title:Teena HesterHead of People & Culture, Americas

Effective Date:February 2017

Approval date:January 2017

Next review date:January 2019

PURPOSE  
Service awards are presented to employees to recognize milestones in their careers and to express Lendlease's appreciation for their continued contribution and dedication to the business.  
SCOPE  
All Lendlease full time salaried employees in the United States are eligible to receive service awards.  
POLICY  
Eligibility  
All Full-time, salaried employees with uninterrupted service with any Lendlease company are eligible for service awards. For employees who have a break in service with the company of 12 months or less, prior years of service will be recognized, adjusting the hire date to reflect the break in service, if the following criteria are met:  
Prior years of service were as full-time, salaried employee; and  
The employee has at least one year of uninterrupted prior service.  
Service Milestones & Rewards  
Lendlease recognizes every 5 years of service up to 50. Stellar points are awarded at each 10 year service milestone as outlined in the table below and employees can redeem these for a range of merchandise and gift cards.

Service in Years

Stellar Points

1

Recognition on Stellar feed

5

Service Award Certificate

10

500

15

Service Award Certificate

20

1000

25

Service Award Certificate

30

1000

35

Service Award Certificate

40

1000

45

Service Award Certificate

50

1000

Service Award Certificates  
Managers will receive service award certificates for their employees via an email from the Stellar system or People Connect before the milestone is due. This email will direct managers to award the certificate to their employee in a public setting such as a breakfast, lunch, dinner or a team meeting/event.  
POLICY DOCUMENT  
Download Service Recognition Policy  
SUPPORT CONTACT INFORMATION  
For any questions regarding this policy or your service milestone, please contact People Connect.

# Article: KB0018800

|  |  |
| --- | --- |
| Created: | 2024-10-22 22:05:44 |
| Updated: | 2024-10-22 22:22:00 |
| Status: | Published |

## Content

Click here to view the Declaration of Gifts and Entertainment procedure for employees in the Americas.

# Article: KB0018779

|  |  |
| --- | --- |
| Created: | 2025-04-11 05:04:10 |
| Updated: | 2025-04-13 18:22:02 |
| Status: | Published |

## Content

Our Stellar program is a fantastic way to recognise people who are doing an outstanding job in living our core values and principles of safety, diversity & inclusion, sustainability and customer focus.  
If you’ve spotted great work, why not nominate someone today?For more information on how to recognise your peers or questions about Stellar, check out our Frequently Asked Questions.

# Article: KB0019024

|  |  |
| --- | --- |
| Created: | 2021-05-08 19:04:33 |
| Updated: | 2024-02-29 00:05:35 |
| Status: | Published |

## Content

Personal (sick) and carer's leave is time off that an eligible employee may use to help deal with personal illness or to care for an immediate family or household member who is sick.

What are the eligibility requirements?  
Permanent and fixed-term employees are eligible.Employees bound by an enterprise agreement where Lendlease is the employer may have varying leave conditions. Please refer to the relevant enterprise agreement for specific terms and conditions that apply to you.  
How do I apply?

PREPARE

Notify your manager as soon as you are aware that you need to take leave.If you want to check your personal or carer’s leave entitlements, view the Personal (Sick) and Carer’s Leave Policy.

ACT

Contact your manager if your circumstances change or the intended day of return to work needs to be revised.Collect a medical certificate if requested by your manager.

FINALISE

Provide any required medical certificates to your manager upon your return to work. Submit leave request in Workday.Your manager will approve or reject the request and confirm once this has been actioned.

Can I cash out my personal and carer’s leave?  
Accrued personal (sick) and carer’s leave cannot be cashed out. Additionally, this leave is not payable upon termination of employment.    
Resources

Personal (Sick) and Carer's Leave Policy

Workday

# Article: KB0019015

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| --- | --- |
| Created: | 2025-01-07 02:01:10 |
| Updated: | 2025-01-07 06:56:49 |
| Status: | Published |

## Content

At Lendlease we understand the need to be flexible with a number of benefits for employees who have differing circumstances. One of these benefits is annual leave. It is important for employees to take leave as one of the ways to maintain a healthy work-life balance, but we understand there are circumstances where you may accumulate more leave than you can take. You may be able to ‘cash out’ an entitlement of annual leave if you meet certain eligibility requirements.

What are the eligibility requirements?  
Permanent and fixed-term employees are eligible for annual leave cash out, subject to policy conditions.  Where employees are employed under the terms and conditions of an operative enterprise agreement with a Lendlease group company, please refer to the relevant enterprise agreement as to whether or not this policy applies to you.  
How do I cash out my annual leave? (for employees in Australia)

PLAN

Read through the Annual Leave Cash Out Policy.

PREPARE

Gather required documentation providing evidence that you have:- A remaining accrued annual leave balance of at least 20 days (pro-rata equivalent for part-time employees) after you have deducted the number of leave days to be cashed out at the date of your application. Discuss your application with your manager.

ACT

Complete the Annual Leave Cash Out Application Form.Submit the application to your manager for approval. Once you have received your manager’s approval, send the signed application form and supporting documents to People Connect

FINALISE

The annual leave days that have been cashed out will be deducted from your total annual leave balance.Payment will be made to your bank account in the next available monthly pay run.

Note:  This policy is subject to continuing legislative provisions enabling the cashing out of annual leave and shall only be in place to the extent it does not contravene the provisions of any applicable legislation.  
How do I check on my application?  
 If you have submitted an Annual Leave Cash Out Application Form and have not received payment in the next pay run, please contact People Connect.   
Can I cancel my application?  
If you have submitted your Annual Leave Cash Out Application Form and would like to cancel it, please contact People Connect. If payroll have already processed your application, you may not be able to cancel the cash out benefit.  
Resources

Annual Leave Cash Out Policy (Australia)

Annual Leave Cash Out Application Form (Australia only)

# Article: KB0018749

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| --- | --- |
| Created: | 2024-08-04 23:13:08 |
| Updated: | 2024-08-05 00:48:55 |
| Status: | Published |

## Content

It is your responsibility to ensure that your personal information lodged with Lendlease is up to date. Changes to personal details that you are required to notify the company of, are defined as the following:Changes to personal information  
Change to your surname (family name)Change of home/ mailing addressChange of phone number (home/ mobile)Change of bank detailsChange of emergency contact detailsChange to educational achievement/ qualifications

Changes to family information/ new dependants  
Marriage/ de-factoBirth/ adoptionChild no longer dependantDivorce

How do I update my details?

PREPARE

Gather any necessary documentation for the change required, such as birth, adoption or marriage certificates.Malaysia employees ONLY:   
If there are any changes to family information/ dependencies, the Payroll Declaration Form must also be completed.

ACT

Access the Personal Information worklet in Workday to submit your change of details, attaching any required documentation.  
Adding or editing your bank details is important as payments are made to the account updated in your profile. Please ensure that you input your correct bank account details, including branch and bank codes. You may refer to the available guidelines under ‘Resources’ for reference.Any requests received after these dates will take effect the following month.     - before the 10th of the month in Singapore     - before the 16th of the month in Malaysia

FINALISE

For any issues relating to leave contact your manager or ask People Connect (PeopleConnect@Lendlease.com)

Resources

Payroll Declaration Form - Malaysia

Quick Facts Guide to updating bank details in Workday

# Article: KB0018788

|  |  |
| --- | --- |
| Created: | 2021-04-18 19:11:37 |
| Updated: | 2024-02-29 00:07:54 |
| Status: | Published |

## Content

Americas People & Culture  
PURPOSE Our policies are designed to acquaint employees with Lendlease, and its subsidiaries and affiliates, (the “Company”) and to serve as a useful reference for questions about policies and procedures.The information contained within the policies on People Portal are intended to be accurate as of the time of publication and to replace and supersede any other sources of information regarding the Company’s policies and procedures including, but not limited to, statements of policy or procedure found on the Company’s intranet site, previous editions of the Company’s policy manual and previous editions of the Company’s employee handbook.The Company reserves the right to modify, revoke, suspend, interpret, change, or terminate, in whole or in part, benefits or policies as circumstances warrant at any time, with or without cause, and with or without advance notice. Updates and new editions of policies will be routinely published in response to Company needs and in compliance with federal and state laws.The company policies are only a general guide.  The provisions of our policies do not constitute an employment contract, express or implied, or a guarantee of continued employment with the Company.  Employees of the Company have an at-will relationship with the Company.  This means that either the employee or the Company may terminate employment at any time, with or without cause, and with or without prior notice.   Neither the policies on People Portal, nor any other communication by a management representative, made at the time of hire or during the course of employment, are intended to create an employment contract. SCOPE Lendlease US PhilosophyThe Company strives to be “a creative property group, with global reach and world class local capability… passionate about safely creating, building, managing and owning inventive and sustainable people places.”The Company is committed to providing benefits for all customers, employees, and the community with:  
Our people… A team that lives our values    
People places… People places not buildings  Inventive… People with imagination, who embrace challenges, identify opportunities early, act on them quickly and question the status quo to develop smart solutions Partnering… We will be known as a great partner and recognized for producing win/win outcomes Safety… Always safe, all of the time, for everybody Sustainable… Lead on sustainability, recognizing that what we do helps form the long term fiber for Communities  
Core Values The Company and its employees actively subscribe to a set of Core Values.  The values also relate to the Lendlease Code of Conduct, which provides guidance for employees in relation to the standards that the Company expects in the conduct of its operations.  The Lendlease core values are:   
Respect Integrity Innovation Collaboration Excellence Trust

Employment  
Equal Employment Opportunity/Affirmative ActionLendlease provides equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, religion, gender, gender identity, sexual orientation, national origin, citizen status, sex, age, disability, marital status, genetic information, or status as a covered veteran in accordance with applicable federal, state and local laws.Lendlease complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment.Lendlease expressly prohibits any form of unlawful employee harassment based on race, creed, color, religion, gender, gender identity, sexual orientation, national origin, citizen status, sex, age, disability, marital status, genetic information, disability, or veteran status. Improper interference with the ability of Lendlease's employees to perform their expected job duties is strictly prohibited.  
Lendlease will not terminate or in any way discriminate against any employee because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant. Employees with access to compensation information of other employees or applicants as part of their duties may not disclose this information to others who do not have access to compensation information without express written consent from senior management, Legal or People & Culture.Lendlease is an affirmative action employer who recognizes the value of diversity in the workplace. To further the principles of equal employment opportunity, Lendlease has developed affirmative action programs for minorities and women, individuals with disabilities, and for disabled veterans and other eligible veterans.Recruitment & Hiring The Talent Acquisition team within People & Culture is committed to attracting and hiring top talent across the company. All Job Requisitions must be initiated by the Hiring Manager in Workday and follow our formal approval process.Once approved, a member of the recruiting team will conduct an intake call with the Hiring Manager to better define the scope of the role. The assigned Recruiter will sources and prescreen candidates for submittal to the Hiring Manager. The Recruiter will coordinate interviews and work with the Hiring Manager throughout the interview and selection process.Upon selection of a finalist candidate, the Hiring Manger will work with the Recruiter to determine appropriate offer parameters, facilitate a formal offer and commence the hiring process.Lendlease U.S. Immigration Policy To ensure that Lendlease U.S. (the “Company”) has the best talent needed to successfully complete a project or assignment, the Company may assist selected foreign-born individuals in their efforts to obtain documentation necessary to become and remain a Company employee in the United States. Nothing in this Policy or Procedure shall be regarded as a guarantee of continued employment nor as the basis for any part of a contract with an employee.  Employment with the Company is based on the mutual consent of the Company and the employee, as well as, the company's approval of associated costs.  Accordingly, either the Company or the employee may terminate the Employment relationship “at will,” at any time, with or without cause or advance notice.  Nothing in this policy entitles the employee to continued sponsorship if their employment in the U.S. is terminated. Employment of Part Time High School Students High school students who are at least 16 years of age or  older and who have working papers required by federal or state law may be employed part time provided they do not work on project sites.  Background Investigations All regular, full-time salaried and non-union hourly candidates for employment with the Company will be required to pass a background check according to this policy as part of the employment screening process.  Current or temporary employees, interns or co-op students may be required to undergo a background check at the discretion of the Company.  Employees who are rehired with less than 12 months break in service are not required to have a background check.  Rehires with a break in services greater than 12 months will be required to submit to a modified background check.The Company has selected an approved background check vendor and all offices and project sites are required to use the approved vendor for background checks. Notification & Authorization Applicants should be informed during the pre-employment process that all offers of employment are contingent upon the results of a background check. Applicants will be required to complete a consent form, which requests specialized information for the approved background investigation vendor. Applicants who refuse to authorize a background check will be denied employment. No employee is to begin the orientation process or assignment prior to obtaining the results of the background investigation.Any exception to this policy must be approved in writing by the Head of People & Culture.Use of Background Check Results Offers of employment must be made contingent upon successful completion of the background check.  Failure to meet the requirements of the background check will eliminate the applicant from further consideration for the position.  Some reasons that would qualify as a failure to meet these requirements are:  
Inconsistency of information provided by the candidate versus that obtained by the background check Omissions of information by the candidate versus that obtained by the background check Unsatisfactory information uncovered by the background check Conviction of certain job related criminal offenses within the allowable reportable time period and /or any conviction of one or more of the following crimes which are all considered to be job related: Theft or Dishonesty Violent Crimes Alcohol/Drug-Related Crime   
The determination to eliminate an applicant from consideration for hiring on the basis of failure to meet the requirements of background verification will be made by the appropriate Human Resources Representative. Fair Credit Reporting Act (FCRA) Compliance The FCRA is intended to give, among other things, a candidate for employment the opportunity to correct factual errors in his or her background check report before an adverse employment action is taken, and to be provided time between the employer's notification of any disqualifying information and the actual rejection of the employment application in order to correct, if possible, these discrepancies.When a background check report is received that contains information disqualifying the candidate from further consideration, the P&C Compliance Manager:  
Send the candidate a letter notifying him or her that we have received such information.  Further, a copy of the report and a summary of his or her rights under the FCRA will be enclosed.  This notification is required before any adverse employment action can be taken based on the background check report. After five business days, a second letter will be sent to the applicant rejecting the candidacy based on the disqualifying information in the background check if information satisfactory to the Company negating the discrepant information has not been provided.  
Employment Records & Reference Inquiries The Company collects various personal data necessary for lawful Human Resources Administration and Management. The information contained in personnel records is treated as confidential.  All requests for information on current or former employees must be referred to People & Culture.  Information given by phone will be limited to verification of employment dates and position title only.  In response to written requests (e.g. mortgage applications, etc.), information such as salary, dates of employment, job history, and position may be provided, if an authorization signed by the employee is provided. If and when requested by the Company, an employee's digital signature will be considered an accepted means of validating the signing employee's identity and an acceptable substitute for a wet signature on or in electronic documents and correspondence.As a global organization with global human resources functions and facilities, the Company will transfer employee’s personal and sensitive data worldwide among our group companies for the purposes of benefits and payroll administration, job transfers, etc.  If there is a change in any personal information, employees should notify People & Culture. It is very important that records are kept current to provide employees with correct pay and benefits and to contact the appropriate person in case of an emergency.If an employee wishes to review his or her personnel records, he or she should contact a People & Culture Representative.Offers of Employment All terms of the employment offer including proposed annual salary, bonus, relocation assistance, auto allowance or any other components of the offer must be discussed and approved, in advance, with the assigned Recruiter and/or Director of Talent Acquisition. In some instances, additional Senior Management approval may be required. All offer letters are generated by People Connect in Sydney.At Will Employment All employment and compensation with the Company is "at will" in that the employment relationship can be terminated with or without cause, and with or without notice, at any time, at the option of either the Company or the employee, except as otherwise provided by law. Nepotism Lendlease is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of family members.  
Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, Lendlease will hire or consider other employment actions concerning family members of persons currently employed only if: a) candidates for employment will not be working directly for or supervising a family member, and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to a family member.   
“Family member” is defined as one of the following: relationships by blood—parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin; and relationships by marriage—husband, wife, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, and partner or significant other.Managers are responsible for ensuring policy compliance.  If any employee, after employment or change in employment, enters into one of the above relationships, the employee is responsible for immediately reporting the change to their manager.  All changes must be approved by the Head of People & Culture. Discipline The Company may choose to exercise its discretion to use forms of discipline that are less severe than termination, depending on the circumstances.  Less severe forms of discipline include, but are not limited to, verbal counseling and reprimands, written reprimands, involuntary transfers or demotions, and suspensions.  Although one or more of these steps may be taken in connection with a particular employee, no particular order or system is required, and the Company may or may not adhere to a “progressive” series of disciplinary actions.  The Company has the discretion to use whatever form of corrective action it believes is appropriate under the circumstances.  How the Company chooses to administer employee discipline in no way alters or limits the normal at-will employment relationship.  Termination of Employment The Company reserves the right to terminate the employment of any employee at any time, with or without cause, and with or without prior notice. Terms and conditions of employment, including a defined period of employment, cannot be guaranteed by any member of management. The provisions of this Policy will not limit the employment at-will relationship between employees and the Company.Voluntary Termination Standard business practice requires that employees provide the Company at least two weeks written notice before the resignation date. Employees who do not give two weeks notice may not be eligible for rehire. Involuntary Termination All involuntary terminations must be pre-approved by People & Culture and an Executive Team Member. There will be no exceptions to this policy.   
An employee’s “Last Day Worked” is the last day an employee is actively performing his or her job duties. This is the effective date of termination. Upon an employee’s termination, the employee will receive his or her unused, accrued PTO and information regarding the continuation of employee benefits or conversion privileges that may be available. For additional information, the employee should consult a People & Culture Representative.  
Rehire Former employees may be considered for re-employment. Consideration will be based on previous work performance, supervisory recommendation at the time of prior termination from the Company, subsequent work record and other job-related factors.  Re-employment within 12 months of termination will result in a revised service date taking into consideration the number of months not employed at Lendlease.  This revised service date will be used for benefit eligibility such as short term disability, service awards and PTO.  Re-employment after 12 months will result in a brand new service date equal to their most recent date of hire and no prior service will be recognized.  Please note that certain benefit plans are based on most recent date of hire regardless of how long you were unemployed by Lendlease.  For 401(k) purposes, if an employee has completed one year of continuous service prior to leaving the company, eligibility for company match will be immediate.

Work Environment  
Work Hours To maintain an effective work environment, the Company has established its working hours to align with overall company operations and individual departmental needs.  Therefore, some positions and employees in different locations may be required to work varying schedules.In general, the regular workweek is Monday through Friday, 40 hours per week. The regular workday is generally from 8 a.m. to 5 p.m. with a 60-minute unpaid break for lunch. At times, it may be necessary for the company to change work hours to accommodate the needs of the business.  Employees are expected to work the hours assigned by his or her manager. Failure to adhere to the assigned hours may result in disciplinary action, up to and including termination of employment.Attendance and Punctuality The Company expects all employees to arrive to work on time and consistently for the work schedule assigned.  Therefore if an employee is unable to report for work, the employee is to notify his or her supervisor or department head immediately.  Specifically, this requires that the employee must directly notify his or her supervisor by telephone or in person on each day he or she is absent.  Sending an email or relaying a message through a coworker is not sufficient.  Such notice must be provided as far in advance as possible.If an employee is absent for more than three (3) days, the employee may be required to produce a physician’s statement.  Excessive absences or tardiness may result in disciplinary action up to and including termination of employment.  An employee absent from work for two consecutive days without notifying the department head or direct supervisor will be considered to have terminated due to job abandonment.Employee Appearance All employees are expected to observe good habits of dress, grooming and personal hygiene.  While many offices of the Company may adopt “business casual” attire, at no time will any of the following be permitted:  
Jeans with holes or ragged edges Cut-offs T-shirts with logos or slogans Sweat suits Halter or strapless tops Beachwear or beach sandals Baseball caps  
While the above is not an exhaustive list, all employees are expected to use good judgment and taste in matters of appearance.Workers’ Compensation All employees are insured for accidental injuries sustained on the job or while performing duties for the company under state Workers’ Compensation laws. The amounts of such compensation, including any pay to be received for time missed from work and medical coverage costs, are established by state law and the rulings of the state regulatory body.Workplace Emergency The Company is committed to protecting all employees’ safety in the event of an emergency.The local emergency action plan addresses potential emergencies that may be expected in each location. In the event of an emergency evacuation, employees should use floor plans or workplace maps that clearly outline the emergency escape routes. Safe or refuge areas should be included in the plan.Every manager is expected to periodically review with employees the actions employees are to take in the event of an emergency.  This review should include the following:  
Identify the individuals responsible for various aspects of the plan (chain of command) so that in an emergency confusion is minimized and employees have no doubt about who has authority to make decisions. Identify the method of communication that is used to alert employees that an evacuation or some other action is required as well as how employees can report emergencies (such as manual pull stations, public address systems, or telephones). Identify the evacuation routes from the building and locations where employees should gather. General guidance for fires and related emergencies includes:   
If an employee discovers a fire or sees/smells smoke, he or she should immediately follow these procedures:   
Notify the local Fire Department. Activate the building alarm (fire pull station). If not available or operational, verbally notify people in the building. If safely possible, isolate the area by closing windows and doors and evacuate the building. If safely possible, shut down equipment in the immediate area.   
If possible and if the employee has received appropriate training, use a portable fire extinguisher to:   
Assist oneself to evacuate, Assist another to evacuate, and Control a small fire.   
Do not collect personal or official items. Leave the area of the fire immediately and walk, do not run, to the exit and designated gathering area.   
Provide the fire/police teams with the details of the problem upon their arrival. Special hazard information known is essential for the safety of the emergency responders. Employees should not re-enter the building until directed to do so.   
If the fire alarms are ringing in the building, employees must evacuate the building and stay in the designated meeting location until notified to return. Managers must account for all employees within his or her group, keep them together, and report any missing persons to the emergency personnel at the scene.   
If an individual is overexposed to smoke or chemical vapors, remove the person to an uncontaminated area and treat for shock. If any employee suspects that a life threatening condition still exists (such as heavy smoke or toxic gases), do not enter the area. If CPR certified, follow standard CPR protocols and get medical attention promptly.   
Security All employees are expected to follow the security practices established at each location/project site.  In addition, employees are asked to report any suspicious activity or persons immediately to security.The Company recognizes an employee’s right to privacy; however, procedures regarding security are in effect to protect employees and to safeguard the property of the company.  Therefore, the Company reserves the right to inspect packages, cabinets, drawers, computer files, carrying cases, vehicles, etc.Fraternization A manager should not engage in any form of relationship with a subordinate employee that could potentially have the appearance of creating or promoting favoritism or special treatment for the subordinate employee. Accordingly, managers are prohibited from romantic involvement or engaging in sexual relations with any employee who reports to the manager or whose terms and conditions of employment are potentially affected by the manager.Smoke-Free Environment The Company will maintain and enforce a smoke-free environment and will prohibit smoking (including vaporizers, e-cigarettes, or any electronic smoking device) in all the Company offices (including all building stairwells, hallways, lunchrooms, break rooms, and restrooms) and functions.  If an employee wishes to smoke a tobacco product, he or she must do so outside of the work facility in designated smoking areas.  The Company will not retaliate against an employee for invoking this policy, or for requesting management's assistance in implementing this policy in the workplace.  
Employee Concerns and Advocacy  
Effective Communication of Workplace ConcernsLendlease supports the success and development of its employees by providing them with appropriate avenues for expressing their complaints and concerns. The company is committed to maintaining good employee relations through effective communication and the satisfactory resolution of work related issues.An employee who wishes to express a complaint or concern regarding a work related problem is encouraged to resolve the issue informally through dialog with his or her immediate manager. If the employee feels that direct communication with their immediate manager is not feasible because the problem involves accusations against that manager, or because the employee is for some other reason uncomfortable discussing it with their manager, an employee may contact a higher level manager. Employees may also contact their local People & Culture representative. In addition, employees may use the employee advocacy page to view the list of P&C leaders to express their concerns. Employees should feel free to raise any issue using any of these avenues of communication without fear of coercion, discrimination, or reprisal.  There will be no retaliation against any employee for raising concerns. The Company will attempt to keep confidential all such expressions of concern, any investigation, and the terms of any resolution to the extent practicable and appropriate under the circumstances.  It should be noted, however, that during the course of investigating and resolving concerns, some dissemination of information to others may be necessary and appropriate.Finally, employees who are not comfortable contacting those individuals may report any objectionable conduct by calling the Lendlease Confidential Hotline at (866) 513-2097.If the issue of concern to an employee involves conduct that may violate any of the Company's policies, the employee must report the conduct to People & Culture, so that an appropriate investigation can be initiated. If an employee reports such conduct to a company manager, the manager is required to notify People & Culture.

# Article: KB0020100

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| --- | --- |
| Created: | 2024-10-13 20:27:13 |
| Updated: | 2024-10-13 20:38:15 |
| Status: | Published |

## Content

Click here to review the Redundancy policy

# Article: KB0018974

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| --- | --- |
| Created: | 2025-04-20 20:52:42 |
| Updated: | 2025-04-27 18:18:02 |
| Status: | Published |

## Content

A great onboarding and induction process will set the employee up for success in their new role. It is imperative that Managers invest time in helping their new team member get settled into the Lendlease work environment and to ensure they complete all the necessary training.  A great induction & onboarding experience is also a requirement for employees moving to new roles – especially into new teams or regions. Starting in a new team for an employee can be just as challenging for those coming from another organisation.   
An induction checklist has been developed to support you as a manager. There is also an employee checklist for your new starter which can be downloaded from the Induction page on ServiceNow.  
As a manager, you will receive automated onboarding notifications for your new starter via Workday.  
The initial notification email will be sent prior to your employee's first day, followed by notifications on their first day, day 30, day 75 and day 90. These emails will provide you with a link to the checklists for onboarding and induction, and will act as a reminder to complete the relevant activities.  
Your new starter will also receive induction notifications. It is important for you to support them in completing their own activities.  
Remember to maintain contact with your new starter once the written offer has been accepted.

New Workday Onboarding module   
We have launched a new module in Workday to assist with the preparation and onboarding of new starters at Lendlease.  
Prior to a new starter commencing, they will have access to this module to receive key pieces of information, messages and tasks that can assist the onboarding process.   
Managers need to complete the following to ensure the information and messages are correct:

Add a message to welcome the new hire  
Select people for the new hire to meet  
Complete the new hire checklist  
Complete a questionnaire to ensure activities for the new hire have been completed

For information about how to do this, please refer to this one pager.  
If you need assistance with Workday. Please reach out to peopleconnect@Lendlease.com  
NOTE: This new tool is available to onboard salaried, permanent, fixed term contract employees. It does NOT include wages, casuals.

Apart from the checklists, are there any other resources to support me?  
The New to Lendlease section of People Portal contains information for Managers and Employees to assist with Onboarding.  
Resources

Manager Induction Checklist

Employee Induction Checklist

Induction

# Article: KB0019017

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| --- | --- |
| Created: | 2021-05-08 19:12:05 |
| Updated: | 2024-02-29 00:07:54 |
| Status: | Published |

## Content

Lendlease encourages all employees to take regular breaks to support mental health and wellbeing. Annual leave is paid time off work which eligible employees begin to accrue from their employment commencement date.

What are the eligibility requirements?  
Permanent and fixed-term Lendlease employees are eligible to accrue annual leave. Casual employees are not entitled to annual leave.Employees bound by an operative enterprise agreement to which Lendlease is the employer may have varying annual leave entitlements. Please refer to the relevant agreement for specific terms and conditions.   
How do I apply?

PLAN

Read through the Annual Leave Policy.

PREPARE

Discuss your leave plans with your manager well in advance to minimise disruption to the business.

ACT

Once you have obtained your manager’s agreement, submit a leave request Workday.   
Your Annual leave will be automatically approved in Workday.

FINALISE

If necessary, create or revise your department calendars to reflect your time away from the office and/or out of office automatic replies within MSOffice Outlook.

How do I amend my annual leave?  
You can cancel and amend leave requests or view current and future annual leave balances through Workday. Where possible, you should discuss any changes to leave plans with your manager prior to amending in Workday.  
Resources

Annual Leave Policy

Workday

# Article: KB0019103

|  |  |
| --- | --- |
| Created: | 2024-12-15 22:19:26 |
| Updated: | 2024-12-18 17:13:38 |
| Status: | Published |

## Content

Job Family Frameworks have been created for a number of job families across Lendlease.  These frameworks are designed to give you comprehensive, in-depth knowledge of the behaviours required for success, in particular roles, throughout our business.  Select the Job Family Framework appropriate for your role to learn more.

Corporate Affairs Capability Framework  
The Corporate Affairs Capability Framework defines the technical (functional knowledge, skills and experience) and behavioural (attitudes and behaviours) characteristics required by our Corporate Affairs professionals to support our businesses.It consists of four strategic marketing capabilities, seven specialist marketing capabilities, four operational capabilities and 4 functional capabilities.

Design & Build/PM&C Capability Framework  
The Design & Build/PM&C Capability Framework applies to team members at all levels, including construction, operations, project team members and their managers. The content has been specifically tailored for each region in which we operate:

Americas  
Construction Management Americas Capability Framework

Asia  
PM&C Asia Capability Framework

Australia  
Design & Build Job Family Capability Framework

Design & Build Job Category Capability Frameworks

Europe  
Construction Europe Capability Framework

For capabilities that you are looking to develop, please access the 70/20/10 guides below. They will provide you with guidance to further develop your skills and thinking in key areas within the framework.

AppliesContractual Acumen  
AppliesFinancial Acumen  
Builds Trust  
DeliversQuality Outputs  
Demonstrates Technical Excellence

Drives Governanceand Controls  
DrivesPerformance  
Drives Process andProject Efficiency  
Engages Customersand Stakeholders  
Is Market Facing

Leverages Expertise  
Manages Procurement &Supplier Relationships  
OptimisesFinancial Returns  
Plans for Project Success

Development Manager Capability Framework  
The Development Manager Capability Framework consists of eight technical skills required for the Development family globally including Assistant Development Managers, Development Managers and Senior Development Managers in Lendlease's Development business.

Environmental, Health and Safety Capability Framework  
The Environment, Health and Safety Job Family Capability Framework defines the functional knowledge, skills and experience and behavioural elements required by our EHS professionals to support our businesses.The capabilities include:

Acting as the ‘conscience’ for the business – business partnering capabilities  
Fostering ‘care’ through empowerment – EHS leadership capabilities  
Facilitating ‘informed judgement’ – EHS specialist capabilities  
Supporting ‘safe execution’- delivery capabilities.

Finance Capability Framework  
The Finance Capability Framework consists of seven technical skills required for team members across all levels of the Finance team.For capabilities that you are looking to develop, please access the 70/20/10 guides below. They will provide you with guidance to further develop your skills and thinking in key areas within the framework.

Adds Value  
Applies Commercial Acumen  
Builds and Leverages Relationships  
Understands Business Drivers

Delivers Quality Outputs  
Drives Business Insight  
Leverages Finance Skillset

IT Capability Framework  
The IT Capability Framework consists of 10 technical skills required for team members across all levels of the IT team.

Legal Capability Framework  
The Legal Job Family Capability Framework draws on the knowledge, skills and behaviours required by the Legal community to partner with the business and deliver outstanding results.They include:

Trusted Advisor  
Commercial Judgement  
Providing Solutions  
Expertise

The Legal Capability Framework includes 2 Business Capabilities and 1 Leadership Capability to focus on in addition to the Job Family Capabilities.These include:

Engages Stakeholders  
Negotiates Effectively  
Team Building

Marketing Capability Framework  
The Marketing Capability Framework defines the technical (functional knowledge, skills and experience) and behavioural (behaviours and attitudes) characteristics required by our marketing professionals to support our businesses.It consists of three strategic marketing capabilities, three specialist marketing capabilities, and six operational marketing capabilities.For capabilities that you are looking to develop, please access the 70/20/10 guides below. They will provide you with guidance to further develop your skills and thinking in key areas within the framework.

Acts as a trusted Advisor  
Acts as the Voice of the Customer  
Applies Financial Acumen  
Contributes Research & Analytics Insight

Delivers CRM Value  
Delivers Digital Capability  
Delivers Marketing Solutions  
Demonstrates Value

Develops Strategic Opportunities    
Partners with Stakeholders   
Provides Brand Stewardship

People & Culture Capability Framework  
The People & Culture Capability Framework defines the technical (functional knowledge, skills and experience) and behavioural (behaviours and attitudes) characteristics required by our HR professionals to support our businesses.For capabilities that you are looking to develop, please access the 70/20/10 guides below. They will provide you with guidance to further develop your skills and thinking in key areas within the framework.

Strategic Business Partnering Capabilities

Acts as a Trusted Advisor  
Builds Workforce Capability  
Demonstrates Value  
Facilitates Workforce Culture & Engagement  
Optimises Business Outcomes

Operational People & Culture Capabilities

Applies Financial Acumen  
Learning Agility  
Maintains Technical Expertise

Partners with Stakeholders  
Provides Information & Advice  
Provides Business Insights

Specialist (Centre of Excellence) People & Culture Capabilities

COE Excellence  
Compensation & Benefits Excellence  
L&D Excellence  
Talent & Organisational Performance Excellence

Retail Asset Management Capability Framework  
The Retail Asset Management Capability Framework defines the technical (functional knowledge, skills and experience) and behavioural (behaviours and attitudes) characteristics required by our Retail Asset Management professionals to support our business in achieving our strategic vision.For capabilities that you are looking to develop, please access the 70/20/10 guides below. They will provide you with guidance to further develop your skills and thinking in key areas within the framework.

Builds and Leverages Relationships  
Builds and Maintains Asset Value  
Creates Shared Value

Delivers Outcomes  
Develops Pride and Accountability  
Is Financially Responsible

Maintains Personal Effectiveness  
Optimises Asset Performance  
Optimises Experience and Service Excellence

Services Capability Framework  
The Services Capability Framework consists of 14 technical skills required for team members across all levels of the Services team.

# Article: KB0018972

|  |  |
| --- | --- |
| Created: | 2025-02-10 22:26:01 |
| Updated: | 2025-02-11 02:05:52 |
| Status: | Published |

## Content

All positions need to be approved. Firstly, Managers should determine if the position has been budgeted for in the Operational Business Plan. If not, they should speak to their People & Culture Business Partner to determine if any offline approval is required prior to submitting a job requisition.  
The People & Culture Matrix and Limits of Authority document determines the process for approvers.  
Workday is our system used to manage the process from an initial job requisition through to onboarding new employees.You must be a people manager with a Career and Job Framework level of PMII or above to create the job requisition.

How do I start recruitment?

PLAN

Identify your requirement needs and discuss further with your manager.Your P&C Business Partner is available to assist you with any People & Culture strategy and planning.

PREPARE

Think about the requirements of the role & discuss with your P&C Business Partner:Organisation details – if the new role is not within your organisational structure then you will need to know the employing entity, business unit, division and department.Position details – this includes Career and Job Framework (CJF) information, project details (if applicable) as well as whether the role is permanent, fixed term or casual and hours required. Your P&C Business Partner can provide you with more information on CJF.A job description must be attached to the requisition to commence the recruitment process.You should provide a rationale for recruitment and a business case.  
If you are replacing an existing role, review the structure of the role and your team to determine if the role remains suitable to meet business results, or if changes are required. Compensation – discuss and finalise salary budget and any applicable allowances for the role with your manager.

ACT

Review the Quick Facts on the Job Requisition process.You are now ready to create the Job Requisition in Workday.Note - If your requirement is for a number of people for the same role you only need to raise one Job Requisition, with multiple positions.

FINALISE

Once your Job Requisition is submitted it will be sent for approval based on the financial Limits of Authority.Once approved the Talent Acquisition team will contact you directly. You will then work with your Talent Acquisition Partner to create the Recruitment Action Plan

Resources

Workday

Quick Facts Guide - Create a Job Requisition

P&C Limits of Authority

Americas only - Regional job titles list

# Article: KB0018869

|  |  |
| --- | --- |
| Created: | 2025-05-05 20:15:16 |
| Updated: | 2025-05-05 20:25:01 |
| Status: | Published |

## Content

Click here to view the Flexible Leave Policy

# Article: KB0019073

|  |  |
| --- | --- |
| Created: | 2021-05-05 19:22:21 |
| Updated: | 2024-02-29 00:07:55 |
| Status: | Published |

## Content

Lendlease Capability Frameworks are designed to help you understand the capabilities you need in your role.  Each Capability Framework describes the behaviours needed to perform at Proficiency or Job Level. The Lendlease Frameworks are made up of two sets.  
Lendlease Capabilities – The eight capabilities that apply to all roles at all levels at Lendlease.  No matter what role you are in, or where you work in Lendlease these are the capabilities that are critical to Lendlease success.  You should be proficient at all these capabilities at a level appropriate to your role.  
Job Family/Category Capabilities – These are the capabilities that apply to job families in Lendlease and are categorised according to Job Level

Why are Capabilities important?  
Capabilities are the underlying characteristics that people bring to their work which results in effective performance.  Capability Frameworks set out the capabilities that Lendlease have identified as important for success. By understanding which capabilities are expected of you can perform more effectively, plan for future roles and participate in development opportunities to build your capability.  
As an organisation, Lendlease can understand the capability of our people and support the growth and development of capability across all Lendlease.  
What can I use the Capability Frameworks for?  
Firstly, spend time understanding the Capability Frameworks that apply to your role.  Start with understanding and developing your Lendlease Capabilities.  These are the eight capabilities that apply to all roles at Lendlease.  
Secondly, have a conversation with your manager about their expectation of capability in your role.  Begin with the Lendlease Capabilities and if you wish to go deeper then explore the Capabilities appropriate to you in your role with the Job Family Capabilities.  
Once you understand the expectations in your role use the Lendlease Capability Framework to map your development plan and participate in development opportunities.  You should aim to develop your capabilities using a mixture of experience, exposure and education.  Use the Resources tab below to learn more.  
Resources

Lendlease Capabilities

Job Family Capability Framework

Build your capability with Workday Learning

# Article: KB0019020

|  |  |
| --- | --- |
| Created: | 2021-05-08 19:11:07 |
| Updated: | 2024-02-29 00:07:55 |
| Status: | Published |

## Content

At Lendlease we understand that unforeseeable events occur that may require you to support and assist another family member, or to protect and secure your property.

What are the eligibility requirements?  
Permanent and fixed-term employees of Lendlease are eligible  for paid emergency leave, subject to policy conditions. Casual employees are not entitled to paid emergency leave, however, after consultation with your manager, you may be granted unpaid time off.  This policy may not apply to employees covered by an enterprise agreement. Where employees are employed under the terms and conditions of an operative enterprise agreement with a Lendlease group company, employees should refer to their enterprise agreement for details on the policies and benefits.  
What do I need to do to apply?

PREPARE

Notify your manager as soon as you are aware you need to take emergency leave.If you want to check your emergency leave entitlements, view the Emergency Leave Policy.

ACT

Keep your manager informed if your absence is longer than originally discussed.Submit your emergency leave request through Workday.

FINALISE

Check your emergency leave has been approved.

Resources

Emergency Leave Policy

Workday

# Article: KB0019047

|  |  |
| --- | --- |
| Created: | 2025-03-12 03:46:44 |
| Updated: | 2025-03-12 03:48:07 |
| Status: | Published |

## Content

Click here to view the Capability policy

# Article: KB0018838

|  |  |
| --- | --- |
| Created: | 2025-02-04 00:41:19 |
| Updated: | 2025-02-12 01:59:41 |
| Status: | Published |

## Content

Americas People & Culture

Approver:  
Chief People Officer

Effective date:  
January 2007

PURPOSE  
It is intended that the Lendlease, Tuition Assistance Policy (the "Plan") meet the requirements for qualification under Section 127 of the Internal Revenue Code of 1986, as amended (the "Code"), and that benefits paid employees under the Plan be excludable from gross income to the maximum extent allowed under Code Sec. 127.  
Lendlease seeks to support the ongoing education of its employees. Investment in education ensures Lendlease can:

Attract, retain and develop employees as our primary source of competitive advantage;  
Continually build employee capability to execute our business strategy; and  
Ensure the future leadership of the business.

Lendlease will provide financial assistance through this Tuition Assistance policy for employees seeking an undergraduate or graduate degree. Employees receiving other financial assistance or other aid from sources other than Lendlease are not eligible to receive duplicate assistance from Lendlease.  Lendlease will pay the difference between the covered expenses and the assistance received from the outside sources subject to annual maximums. The Company will require proof of the amount of assistance provided by other financial aids.

SCOPE  
The employee must have completed a minimum of 12 months continuous service prior to the start of the course for which reimbursement is to be provided. Twelve (12) months of continuous service shall be based on most recent hire date. For rehired employees, who are re-employed with Lendlease within 1 year, the 12 months of service will be based on the Service Recognition Date.  
POLICY Course Eligibility It is important to maintain your workload; failure to do so could result in the individual’s forfeiture of this benefit and jeopardize future participation.This policy covers courses leading to a degree that is related to the individual’s career at Lendlease. Courses must be approved by the employee’s direct Department Manager or Senior Leadership Team Member and People & Culture prior to course start date. Courses must be taken at an accredited school or college and be directly related to obtaining an undergraduate or graduate degree relative to your current or future career at Lendlease.Undergraduate and graduate degree programs and related courses will be approved for reimbursement under the Plan if they support the business needs of the Company. Courses related to certification are not a part of this Policy, however they may be paid for by the Company through the employee's departmental budget. Contact your supervisor for details regarding approval for certification courses.The limits for each calendar year reimbursement are based on the reimbursement payment date.

Undergraduate degree is $5,250 (i.e. Associates and Bachelors) and is not taxable to the employee;  
Graduate degree is $10,000 (i.e. Masters or Doctorate). The amount up to $5,250 is not taxable to the employee; amounts over $5,250 are taxable to the employee and paid through payroll on the employee's paycheck.

Pre-Approval Application Procedure Prior to course registration, the employee will meet with their direct Department Manager or Senior Leadership Team Member to discuss their educational plans. Upon approval from the manager, the employee must complete the Education Assistance Form. Upon completion of this form, upload the form into the benefits worklet in Workday.  Once approved, the employee will be sent an email from AMERBenefits@lendlease.com outlining the next steps.Each Department and/or local office is responsible for budgeting this expense. Note: Since this is budgeted locally by each office, each Senior Office Leader has the discretion to cap or limit the total reimbursement for their office within a fiscal year.Employees will not be reimbursed for completed courses unless pre-approval and all required documents are provided.Reimbursement Conditions Reimbursement of tuition, fees, and books at 100% (subject to annual maximum reimbursement limits) will be made upon completion of the pre-approved course with a grade "C" or higher, "pass" if not graded, or numerical equivalents.The maximum reimbursement for each calendar year is based on payment date, not when the course is taken.Reimbursement Process The employee will pay for all tuition and fees up front. Upon successful completion of an approved course, the employee will complete the most recent version of the Tuition Reimbursement Form including manager approval. The employee must submit the Tuition Reimbursement Form, course grade report, and all receipts for tuition, books and lab fees and proof of any financial assistance, to People & Culture at AMERBenefits@lendlease.com within six (6) months of course completion.  
Once People & Culture has reviewed and approved the reimbursement, instructions will be sent to the employee on how the payment will occur. If the course reimbursement is denied People & Culture will notify the employee.

For reimbursements up to $5,250, the employee will be sent an approval document to submit for reimbursement through normal expense reporting processes.

The employee accesses SAP Concur Website Expenses SharePoint to request reimbursement (up to $5,250 per calendar year) and upload the approval document. The employee will be reimbursed either by a separate check or direct deposit, depending on how the participant is currently set up with Accounts Payable.

For reimbursement of amounts over $5,250 and up to $10,000, People & Culture will forward the approved amount to the payroll department to be reimbursed on the employee's paycheck.

If an employee terminates from Lendlease, they are not required to pay the Company back for monies that were distributed to him/her for tuition towards a degree. However, if the employee is currently taking and/or enrolled for future courses and terminates from Lendlease, they become ineligible for reimbursement. You must be an active employee to be eligible for tuition reimbursement.Discontinuation of Plan The Company intends to continue this Plan indefinitely. However, this Plan shall be subject to termination at any time. Any employee enrolled in an approved course at the time of discontinuation shall be reimbursed in accordance with the terms of this Plan.SUPPORT CONTACT INFORMATION Should you have any questions regarding this policy, please contact People Connect on +1 866 848 1200, option 2.Download Tuition Assistance policy.Access more information on the processes and procedures for Tuition Assistance

# Article: KB0018831

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| --- | --- |
| Created: | 2025-05-18 20:00:07 |
| Updated: | 2025-05-18 20:53:45 |
| Status: | Published |

## Content

Americas People & Culture  
PURPOSE MetLife’s Critical Illness Insurance is a voluntary benefit designed to complement but not replace your current medical coverage. Critical Illness coverage provides you with a lump-sum benefit payment in the event that you or your covered dependent experience one of the covered conditions in the three distinct categories and meet the policy and certificate requirements.SCOPE As a new hire, you have the opportunity to enrol in Critical Illness Insurance (CII) during the 31-day eligibility period from your hire date. Provided you are actively at work and have medical insurance, your enrolment is guaranteed.  Please note that this medical coverage does not necessarily have to be the medical coverage made available to you by Lendlease.POLICY You can use the lump-sum payment as you see fit, including those costs that are not covered by your existing medical coverage, such as experimental treatments, travel expenses – even childcare fees.Call 1 800 438 6388 to speak with a MetLife Customer Service Representative (Monday Through Friday, 8:00 a.m. to 6:00 p.m., Eastern Time).  You can select the following coverage amounts for you and your dependents:

Employee:  Category benefit amount of $15,000  
Spouse/Domestic Partner:   Category benefit amount of $15,000 (provided the employee enrols for coverage)  
Dependent Child(ren):  Category benefit amount of $15,000 per dependent child (provided the employee enrols for coverage).

To enrol in Critical Illness Insurance for any of the above Guaranteed Issue amounts (GI), go to the Benefits Center.If you experience a Life Event such as marriage or birth of a baby, and you currently are enrolled in CII for yourself, you can purchase coverage for your dependent within 31 days of the life event.  You can log onto the Benefits Center and enrol in $15,000 Spouse/Domestic Partner GI coverage for marriage/domestic partnership or $15,000 for birth/adoption of baby.  Critical Illness Insurance Guaranteed Issue (GI) Bi-Weekly Cost

Age\*

Employee $15,000

Spouse/Domestic Partner $15,000

Dependent Children $15,000

<25

$ 0.62

$ 0.62

$ 0.28

25-29

$ 0.69

$0.69

(Dependent child coverage and age limitations vary by state.  Please contact MetLife for more Information.)

30-34

$ 1.18

$ 1.25

35-39

$2.15

$ 2.15

40-44

$3.81

$3.81

45-49

$6.78

$6.58

50-54

$ 11.28

$ 10.38

55-59

$17.86

$ 15.78

60-64

$27.69

$ 23.54

65-69

$42.78

$ 35.31

70-74

$61.68

$ 51.51

75-79

$85.78

$ 74.49

80-84

$106.27

$94.92

85+

$113.75

$ 102.60

\* Calculate your or your spouse/domestic partner's age as of 12/31 of the prior year.

Rates are based on five-year age bands and will increase when a covered person reaches a new age band.  Rates are subject to change.Be sure to read the Disclosure Statement for more information including the exclusions and limitations which apply to coverage.REFERENCE Access more information on the processes and procedures for MetLife insurance plans

# Article: KB0018902

|  |  |
| --- | --- |
| Created: | 2024-09-03 19:30:01 |
| Updated: | 2024-09-03 19:41:37 |
| Status: | Published |

## Content

Click here to view the Outpatient Healthcare Policy.  
Click here to view the Healthcare FAQ.  
Click here to view the IHP User Guide.

# Article: KB0018990

|  |  |
| --- | --- |
| Created: | 2025-01-07 01:42:41 |
| Updated: | 2025-01-07 06:56:00 |
| Status: | Published |

## Content

Family and Medical Leave is unpaid job-protected leave provided to employees covered under the Family and Medical Leave Act (FMLA) for the following reasons:  
- The birth of a child;  
- The placement of a child for adoption or foster care and to care for the newly placed child;  
- To care for a spouse/domestic partner, child(ren) or parent with a serious health condition (see policy definitions);  
- Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

What are the eligibility requirements?  
Salaried employees who have worked for the company for at least one year and for 1,250 hours over the previous 12 months.Family and Medical Leave may be taken for up to 12 weeks within a 12 month period.A 30 day advance notice may be required when the leave is 'foreseeable.'

How do I apply?

PLAN

Review eligibility requirements.Read through the following resources:   FMLA General Notice Family and Medical Leave Procedure   Family and Medical Leave Policy

ACT

Advise your manager where possible before taking leave.Contact The Hartford's Customer Service Center at 888 301 5615 or file a Family and Medical Leave claim on The Hartford's website.You will receive a “Statement of Insurance Premiums” to remit payment for any health and welfare premiums missed during unpaid FMLA.

FINALIZE

After filing an FMLA claim with The Hartford, you will receive a ‘leave packet’. You may be required to return information to The Hartford for an approval, so please review the packet carefully.

Who can I contact about the benefit?  
Questions regarding Family and Medical Leave should be referred to The Hartford's customer service center  at 888.301.5615.  
Resources

The Hartford website

Family and Medical Leave Policy

Family and Medical Leave Procedure

FMLA General Notice

CA Paid Family Leave

# Article: KB0018784

|  |  |
| --- | --- |
| Created: | 2025-04-11 05:07:24 |
| Updated: | 2025-04-13 18:22:37 |
| Status: | Published |

## Content

LegalEASE is a national concierge legal referral service that can assist individuals (or families) with locating attorneys and legal services for free or at preferred rates.  
LegalEASE can assist with all types of legal matters such as auto and traffic matters, separation or divorce, residential transactions and financial issues including estate planning and wills. For more information click the website and/or policy below.Here are just a few of the benefits you get with LegalEASE:

An attorney with expertise specific to your personal legal matter  
Access to a national network of attorneys with experience that are matched to your needs  
In and out-of-network coverage  
Concierge help navigating common individual or family legal issues  
Hours of financial counselling and coaching

What are the eligibility requirements?  
All active full-time salaried employees are eligible for this benefit.  
How do I apply?  
Newly hired employees are eligible to elect this benefit when electing their healthcare benefits. Elections must be completed within 31 days from the employee’s start date. Current employees may elect this benefit during our annual open enrolment or if they experience a qualifying life event during the year.  
How do I manage my account?  
When you need legal services, log in to www.legaleaseplan.com/lendlease or call member services at 888 416 4313, reference Lendlease. Want more information before you enrol?  Call: 800 248 9000, reference Lendlease.If you wish to make changes to your coverage please call the Benefits Center at 844 549 6210.  
Resources

LegalEASE

LegalEASE Policy

LegalEASE Benefit Summary

LegalEASE FAQs

# Article: KB0019009

|  |  |
| --- | --- |
| Created: | 2021-05-07 07:39:14 |
| Updated: | 2024-02-29 00:07:55 |
| Status: | Published |

## Content

We understand there may be times during your employment when you require an extended period of leave to fulfill personal needs. For these periods, Lendlease may grant no-pay leave to eligible employees.

What are the eligibility requirements?  
All employees are eligible to apply but leave is granted at the sole discretion of Lendlease. The following conditions are required prior to no-pay leave being considered:• You must have fully utilised all earned annual leave• The reason for requesting leave must be valid and reasonable  
How do I apply?

PLAN

Read through the No-Pay Leave Policy for your employment location.

PREPARE

Discuss your request and reason for no-pay leave with your manager, who must approve it in principle before seeking additional approval from the business unit head.

ACT

If your no-pay leave has been endorsed, submit a leave application in Workday via the Absence worklet. Select the appropriate leave type (No Pay Leave or Unpaid Leave of Absence) based on the length of your leave.

FINALISE

Your manager will action on the request and you will receive a notification in Workday once this has been completed.

Resources

No-Pay Leave Policy - Singapore

No-Pay Leave Policy - Malaysia

Workday

# Article: KB0018981

|  |  |
| --- | --- |
| Created: | 2024-12-19 05:03:54 |
| Updated: | 2024-12-19 05:18:26 |
| Status: | Published |

## Content

Welcome to the start of your career with Lendlease.  
As part of your induction process we’d like to provide you with an overview of the tools and resources to assist you in a smooth induction to our team.

What training am I required to complete during my 90-day induction?  
You are required to complete the induction certification which was automatically assigned to you in Workday Learning, our online learning tool. There are a number of eLearning modules for you to complete. Compliance learning is a key element of your induction, designed to provide you with knowledge and skills relating to relevant laws, rules and regulations. The courses you need to complete will depend on your location and role within Lendlease.You are also required to complete your business induction which should be arranged by your manager/team.

What is Pulse?  
Pulse is our Lendlease intranet and your one-stop shop for everything you need to know about Lendlease.  Click here to view our guide on what you need to know about Pulse.  
How can I see region specific information on Pulse?  
When joining Lendlease your Pulse region defaults to Australia and language to English.If you are not located in Australia then it is important that you update your region so that you see region specific information when navigating People Portal. Additionally, you are able to change your language to either Japanese or Chinese on Pulse. Not all pages and news articles have been translated but those that have been will show in your preferred language.To update your settings, take the Pulse Tour below.  
I'd like to learn more about Lendlease and what we do  
Access the About Us section on Pulse for more information on:• Who we are• What we do• Where we work

Where do I find People & Culture related information?  
People Portal is your 'one place to go' as an employee or a People Manager to access all People & Culture information, systems, tools and resources.

Resources

About Us

Pulse Tour

Workday Learning

Employee Induction Checklist

Manager Checklist - Americas

Manager Checklist - Australia

Manager Checklist - UK

Manager Checklist - Asia

Buddy Toolkit - UK

Buddy Toolkit - Asia

# Article: KB0018805

|  |  |
| --- | --- |
| Created: | 2021-05-07 00:26:29 |
| Updated: | 2024-02-29 00:05:36 |
| Status: | Published |

## Content

Group People & Culture

FunctionGroup People & Culture

Effective DateAugust 2013

Revision DateJuly 2013

Approved ByMichael Vavakis

Approved DateJuly 2013

PURPOSE The Global Mobility Framework (GMF) governs the way that Lendlease supports its employees when they move across borders for extended periods of work.  The GMF replaces the International Mobility Policy which was launched in 2002.SCOPE The framework provides direction and guidance for managers, employees and People & Culture professionals to structure international assignments and transfers appropriately.Underpinning the framework are 3 policies which define the support provided to employees in different circumstances.

POLICY Basic PrinciplesUsing the GMF means Mobility at Lendlease will:

be fair and equitable, transparent and competitive in the marketplace.  
provide resourcing solutions whilst enabling talent development in growth markets.  
be perceived as a positive career differentiator and not a career risk.  
be governed by policies and processes which are cost-effective, benchmarked and implemented consistently.  
not be an opportunity to achieve personal financial advantage.

The GMF and associated policies are to be implemented across all locations in which we operate.  Exceptions to the policies require sign off by authorised representatives in Regional and/or Global roles.  Please refer to each individual policy for further guidance. GMF - Business Decision Tree The GMF uses a series of questions to assess which policy is most appropriate to the circumstances.  The decision tree below should be used by employees, line managers and P&C managers to assess which policy should be used for a particular assignment.  For full details of the assignment provisions please refer to the individual policy documents below.

Policy Changes  
The Company reserves the right to amend the content of the Global Mobility Framework and its associated policies from time to time. REFERENCES Download International Transfer Policy Download Long Term Assignment Tax Equalised Policy Download Short Term Assignment Policy  
Access more information on processes and procedures about Mobility.

# Article: KB0018817

|  |  |
| --- | --- |
| Created: | 2021-05-06 01:44:26 |
| Updated: | 2024-02-29 00:07:55 |
| Status: | Published |

## Content

Americas People & Culture

Approver's name and title:  
Teena HesterHead of People & Culture, Americas

Effective date:  
December 2017

Review date:  
January 2020

Next review date:  
January 2021

PURPOSE Lendlease (the “Company”) will comply with the New York Paid Family Leave (NY PFL) law, which provides eligible employees on an approved NY PFL with a percentage of their average weekly wage while on the covered leave.   The purpose of this policy is to provide employees with a general description of their rights under the NY PFL law.  In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. NY PFL benefits are paid by the same insurance carrier that provides New York State disability benefits, The Hartford.  If you have any questions regarding this policy, you must contact The Hartford(the insurer and administrator of the NY PFL benefit program) at 888.301.5615 or online at www.abilityadvantage.thehartford.com.  
SCOPE All Lendlease Employees in US.ELIGIBILITY  
Full-time employees working in New York State for 20 hours or more per week will become eligible for NY PFL after the 26th consecutive work week of employment.  Part-time employees working less than 20 hours per week will become eligible for NY PFL after 175 working days.  Employees who: (1) work 20 hours or more per week but will not work 26 consecutive weeks in a 52-week period; or (2) work less than 20 hours per week but will not work 175 days in a 52 week period, may file a waiver of paid family leave benefits to exempt them from making contributions for NY PFL coverage.Employees may be eligible for NY PFL benefits even if they are not eligible for leave under the FMLA. Part-time employees are entitled to only a pro-rated percentage of the maximum NY PFL benefit available to full-time employees.  
POLICY LEAVE ENTITLEMENT AND USAGE To qualify for job-protected NY PFL, the employee must be taking leave for one of the reasons listed below:1. To bond with a new child during the first twelve months after the child’s birth, or the first twelve months after the placement of the child for adoption or foster care with the employee;2. To participate in providing care (including physical or psychological care) for a family member with a serious health condition; or3. Because of any “qualifying exigency” (as interpreted under the federal Family and Medical Leave Act), due to the fact that a family member is on or has been called to active duty.  NOTE:  NY PFL is not available for an employee’s own serious health condition or qualifying military event.Under this policy, eligible employees will be entitled to NY PFL as follows:  
Beginning on January 1, 2020, eligible employees will be entitled to up to ten (10) weeks of NY PFL within any 52-week period.    
Beginning January 1, 2021, eligible employees will be entitled to up to twelve (12) weeks of NY PFL within any 52-week period.  
NY PFL is only available in full day increments.  However, it may be taken intermittently, so an employee can take only the full days off during the week when he or she is caring for a family member or bonding with a child.   Successive periods of family leave caused by the same or related injury or sickness will be considered a single period of family leave if separated by less than three months.   The Company will not provide the same NY PFL to two or more employees at the same time to care for the same family member.NY PFL BENEFIT LEVELS NY PFL benefits will be increased annually until January 1, 2021. (New York State has discretion to delay the increases in certain instances.)  Subject to any delays or changes by the State, the amount of weekly benefits paid to an eligible employee for any 52-week calendar period will be as follows:

January 1, 2020: 10 weeks paid at 60% of the employee’s average weekly wage or 60% of the state average weekly wage, whichever is less; and  
January 1, 2021: 12 weeks paid at 67% of the employee’s average weekly wage or 67% of the state average weekly wage, whichever is less.

The New York State Average Weekly Wage is set every year after an analysis by the New York Department of Labor.Employees may elect (at their option) to supplement NY PFL benefits with accrued unused PTO.  Should an employee choose to use paid PTO, the Company may request reimbursement from the employee for any NY PFL benefits the employee received from the state during that period.  PERIODS FOR WHICH NY PFL BENEFITS ARE NOT PAYABLE Employees are not entitled to NY PFL benefits:

For any period of family leave during which the employee performed work for remuneration or profit;  
For any period of family leave during which the employee is receiving total disability benefits under a claim for workers’ compensation.  (If an employee is receiving partial disability payments under a workers’ compensation claim, the amount of NY PFL benefits combined with the benefits under state law may not exceed the employee’s average weekly wage);     
For any period of family leave during which the employee is subject to suspension or disqualification of the accumulation of unemployment insurance benefit rights, or would be subject if he or she were eligible for such benefit rights;  
For any period of family leave during which the employee is not employed or during which the employee is on administrative leave from his or her employment; and   
For any period of family leave commencing before the employee becomes eligible for benefits under the NY PFL program.

COORDINATION THE FMLA AND THE NY STATE SHORT-TERM DISABILITY LAW FMLA.  Employees who qualify for both FMLA leave and NY PFL must use leave under both statutes concurrently, and the Company will designate such leaves as running concurrently.   If the Company designates a period of FMLA leave for a reason covered under the NY PFL and notifies the employee of his/her eligibility under the NY PFL but the employee declines to apply for payment, the Company will nevertheless count the period of leave against the employee’s maximum NY PFL benefit.An employee may elect (but is not required to) to use accrued vacation or sick time while receiving NY PFL in order to receive full salary during the leave period.  New York State Short-Term Disability Law.  An employee’s combined total disability leave and PFL in any 52-week period may not exceed 26 weeks.COORDINATION WITH THE COMPANY’S PARENTAL LEAVE AND PARTNER LEAVE POLICIES Any NY PFL will run concurrently with leave taken pursuant to the Company’s Parental Leave and/or Partner Leave policies, to the extent the employee is eligible for such leaves.  The Company will request reimbursement of any NY PFL benefits paid to the employee for any periods of NY PFL taken that also qualify for leave under the Parental and/or Partner Leave policies.EMPLOYEE BENEFITS DURING LEAVE While an employee is on an approved NY PFL, the Company will continue the employee's healthcare coverage during the leave period at the same level and under the same conditions as if the employee had continued to work, provided the employee continues to pay his or her share of premiums during the leave. The employee must submit payment for their premiums and it must be received in the Benefits Department by the due date provided on the insurance invoice. If the payment is more than 30 days late, the employee's health care coverage may be terminated for the duration of the leave. Any employee whose healthcare coverage has lapsed during a NY PFL and who returns to work is entitled to have his or her coverage reinstated upon return to work, provided the employee provides timely payment of his or her share of premiums.EMPLOYEE STATUS AFTER LEAVE An employee who takes leave under this policy will be restored to the same or comparable job held prior to the approved NY PFL, in accordance with the terms, conditions and requirements of the New York Paid Family Benefits Law. REQUIRED NOTICE Employees must provide the Company / The Hartford with 30 days’ advance notice when the need for leave is foreseeable.  If the need for leave is not foreseeable, employees must notify the Company / The Hartford as soon as practicable.When the need for family leave is foreseeable and an employee fails to notify the Company and/or The Hartford without any special circumstances justifying the failure to provide adequate notice, the Company and/or The Hartford may delay or partially deny the request for NY PFL.Employees must provide notice sufficient to make the Company and The Hartford aware of the qualifying event and the anticipated timing and duration of the leave.   
NO RETALIATION OR DISCRIMINATION  
The Company will not retaliate or discriminate against any employee because the employee has taken NY PFL.  
DEFINITIONS

Family Member

means a spouse, domestic partner (as defined below), child (as defined below), parent (as defined below), grandparent or grandchild.

Domestic Partner

means a person at least eighteen years of age who (i) is dependent upon the employee for support as shown by either unilateral dependence or mutual interdependence, as evidenced by a nexus of factors including, but not limited to, common ownership of real or personal property, common householding, children in common, signs of intent to marry, shared budgeting, and the length of the personal relationship with the employee or, if the employee is deceased, was so dependent upon the employee immediately prior to the employee’s death; or (ii) has registered as the domestic partner of the employee with any registry of domestic partnerships maintained by the employer of either party, the state, or any county, city, town, or village, or if the employee is deceased, did so register prior to the employee’s death.

Child

means a biological, adopted, or foster son or daughter, a stepson or stepdaughter, a legal ward, a son or daughter of a domestic partner, or the person to whom the employee stands in loco parentis.

Parent

means a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.

Serious Health Condition

means an illness, injury, impairment, or physical or mental condition that involves (i) inpatient care in a hospital, hospice, or residential health care facility, or (ii) continuing treatment or continuing supervision by a health care provider.  Cosmetic treatments (such as plastic surgery) are not eligible conditions unless inpatient hospital care is required or complications develop. Continuing supervision by a health care provider includes a period of incapacity which is permanent or long term due to a condition for which treatment may not be effective where the family member is under the continuing supervision of, but need not be receiving active treatment by, a health care provider.  Ordinarily, unless complications arise, the common cold, flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease are examples of conditions that do not meet the definition of a serious health condition and would not qualify for PFL.

SUPPORT CONTACT INFORMATION Contact The Hartford's Customer Service Center at 888.301.5615 or online at www.abilityadvantage.thehatford.com to file a NY PFL claim. Also contact the People Central regarding insurance premiums during NY PFL.Questions pertaining to the understanding or explanation of Leave should be referred to the Leave Coordinator at The Hartford's Customer Service Center at 888.301.5615.

# Article: KB0018799

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| Created: | 2021-05-05 22:28:55 |
| Updated: | 2024-02-29 00:07:55 |
| Status: | Published |

## Content

Americas People & Culture  
PURPOSE Lendlease and its subsidiaries and affiliates (hereinafter collectively referred to as “The Company”) is committed to serving its clients, customers, business partners, and the public in accordance with the highest ethical standards. SCOPE All Lendlease US Employees.POLICY Compliance with Laws, Rules and Regulations Obeying the law, in letter and in spirit, is the foundation on which the Company’s ethical standards are built. All employees must respect and obey local, state, and federal laws, and the rules and regulations applicable to the Company’s business, including, but not limited to, ensuring appropriate licenses and/or permits are obtained where applicable. Although not all employees are expected to know the details of these laws, rules, and regulations, it is important to know enough to determine when to seek advice from supervisors, managers, or other appropriate personnel who should consult with an Executive Officer as necessary or appropriate. Compliance with the law does not preclude the need to act with the highest ethical standards.Conflicts of Interest Each employee must ensure that he or she is free from the influence of any conflicting interests when he or she represents the Company in negotiations or makes recommendations with respect to dealings with third parties. A “conflict of interest” is any circumstance that could cast doubt on an employee’s ability to act appropriately regarding the Company’s interest or any situation that benefits the individual to the detriment of the Company. This may include owning or operating a related or non-related business. If a potential conflict arises, you must report it immediately to the General Counsel for the applicable line of business (referred to as the “Business General Counsel”). Employees who are unsure whether a potential conflict has arisen and/or if employees have any questions about conflicts of interest issues, they should contact the Business General Counsel.Giving Gifts, Entertainment and/or Services Employees are prohibited from giving, offering, or authorizing the offer, directly or indirectly, of anything of value (such as money, goods or a service) to a customer, business partner or government official to obtain any improper advantage. A business courtesy, such as a gift, contribution or entertainment, should never be offered under circumstances that might cause a conflict of interest or create the appearance of impropriety. Gifts of nominal value (AUS $150 or less) may be given if reasonable under the circumstances of the business relationship and consistent with customary business practices in the industry (e.g., lunch invitations, nominal value gifts at the holidays). Gifts exceeding the nominal amount must be approved by the Business General Counsel or another member of Executive Management. The giving of a cash gift or a check, in any amount, is strictly prohibited.Employees are strictly prohibited from giving, offering, or authorizing the offer, directly or indirectly, of anything of value (such as money, goods or a service) to any federal, state or local government official and/or government employee.If an employee is not sure whether a gift or proposed gift is appropriate, he or she must discuss the matter with the Business General Counsel or another member of Executive Management.Accepting Gifts, Entertainment and/or Services Employees are prohibited from accepting, directly or indirectly, anything of value (such as money, goods or a service) from a customer, business partner or government official. A business courtesy, such as a gift, contribution or entertainment, should never be accepted under circumstances that might cause a conflict of interest or create the appearance of impropriety. Gifts of nominal value (AUS $250 or less) may be accepted if reasonable under the circumstances of the business relationship and consistent with customary business practices in the industry (e.g., accepting a lunch or dinner invitation, tickets to theater or sporting event, or nominal value gifts at the holidays). Accepting materials from suppliers that are outside of arrangements that are made available to all employees is not allowed. Participating in employee discount programs must adhere to the program guidelines. The accepting of a cash gift or a check, in any amount, is strictly prohibited.Employees are strictly prohibited from accepting, directly or indirectly, anything of value (such as money, goods or a service) from any federal, state or local government official and/or government employee.If an employee is not sure whether a gift is appropriate, he or she must discuss the matter with the Business General Counsel or another member of Executive Management.The Lendlease US Gift Register is a site for Lendlease US Employees to provide information about gifts, entertainment and/or services that have been offered to them from third parties (i.e. customer or business partner). Gifts can be anything of value such as money, goods or a service. If you have accepted or been offered a gift with a value more than $300 please disclose the gift here. Although strictly prohibited by Lend Lease policy, we ask that you disclose any gifts offered to you by any government officials and/or government employees. Such gifts should also be disclosed on the Lendlease US Gift Register.Political Contributions The Company supports active participation in the political process and encourages its employees to become involved in civic affairs and to participate in the political process by supporting the candidates and issues of their choice. Employees must understand, however, that their involvement and participation must be on an individual basis, on their own time, and at their own expense. There are specific restrictions imposed on the Company by federal and state law with respect to its political contributions. Accordingly, no employee may expend or employ the Company's funds or facilities, directly or indirectly, on behalf of any political organization, campaign or candidate for public office, except with the express written permission of the Business General Counsel before going to the Chief Executive Officer of the business line for final approval. Reimbursement for fund-raising events for candidates or political organizations is prohibited. Personal services on behalf of a candidate, political organization or campaign on the Company’s time may be deemed contributions and are therefore prohibited. This policy has no effect on voluntary political service on personal time.Contract Negotiations In negotiating contracts, employees must be accurate and complete in all representations. The submissions to a client, including any domestic or foreign federal, state, or local government, of a proposal, quotation, or other document or statement that is false, incomplete, or misleading can result in civil and/or criminal liability for the Company, the involved employee, and any managers who condone such a practice. In negotiating contracts with any domestic or foreign federal, state, or local government, the Company has an affirmative duty to disclose current, accurate, and complete cost or pricing data where such data is required under appropriate law or regulation.Antitrust Laws The Company requires strict adherence to all antitrust laws. Such laws exist in the United States, the European Union, and in many other countries where the Company does business. Antitrust laws deal with agreements and practices in restraint of trade, such as price fixing; limiting supplies; dividing or allocating markets, territories, or customers; boycotting of suppliers or customers; disparaging or harassing a competitor; misrepresentation; stealing trade secrets; bribery; tying; and kickbacks.Antitrust laws are vigorously enforced. Violations may result in severe penalties such as forced sales of parts of businesses, significant fines against a company, substantial fines against individual employees and prison sentences. Employees involved in any dealings with competitors are expected to know that the United States and other countries’ antitrust laws may apply to their activities and to consult with Business General Counsel prior to negotiating with or entering into any arrangement with a competitor.Bidding and Performance Employees of the Company must comply with the laws and regulations that pertain to the acquisition of goods and services by our customers. The Company will compete fairly and ethically for all business opportunities. In circumstances where there is reason to believe that the release or receipt of non-public information is unauthorized, the Company shall not attempt to obtain and will not accept such information from any source.Appropriate steps should be taken by employees to recognize and avoid organizational conflicts in which one business unit's activities may preclude the pursuit of a related activity by another Company business unit.If the Company is involved in proposals, bid preparations, or contract negotiations, employees must be certain that all statements, communications, and representations to prospective customers are accurate and truthful. Once awarded, all contacts must be performed in compliance with specifications, requirements, and clauses unless appropriate modifications or waivers are obtained.The Company requires the maintenance of accurate and auditable records of all financial transactions in compliance with generally accepted accounting principles. No false or deceptive entries may be made, and all entries must contain an appropriate description of the underlying transaction. All Company funds must be retained in corporate bank accounts and no undisclosed or unrecorded fund or asset shall be established for any purpose. Further, all reports, vouchers, bills, invoices, payroll records, service records, and other essential data must be prepared with accuracy, care, and integrity.Confidentiality Information regarding the Company’s operations, planning, and financial status, both short and long term, must be kept confidential unless an authorized executive in the appropriate department within the Company decides otherwise and authorizes the release of such information in writing. Employees must maintain the confidentiality of confidential and proprietary information entrusted to them by the Company’s customers, clients, or business partners, except when disclosure is authorized by the Chief Executive Officer, Chief Operating Officer or Chief Financial Officer or required in writing by laws or regulations. Employees may not disclose any financial information without the prior approval of an Executive Officer.The Company and its employees must cooperate with appropriate government inquiries and investigations. In this context, however, it is important to protect the legal rights of the Company with respect to its confidential information. All government inquiries and requests for information, documents, or investigative interviews (whether in person, by telephone, email, or written correspondence) must be referred to Business General Counsel, who is responsible for coordinating a response.Upon termination of your employment for any reason, you are required to immediately return to the Company all Confidential Information then remaining in your possession. Without limiting the foregoing, employees who leave employment with the Company are further obligated to continue to recognize and uphold the confidentiality and proprietary nature of all Confidential Information acquired during the course of employment with the Company.In the event of any disclosure of Confidential Information in violation of the foregoing provisions, the Company would be irreparably and immediately harmed and could not be made whole by monetary damages. Therefore, in the event of any breach or threatened breach by an employee of this policy on Confidential Information, the Company shall be entitled to injunctive and/or other preliminary or equitable relief without any requirement for the securing or posting of any bond in connection with such remedy, in addition to any other remedies available at law or in equity. Without limiting the foregoing, any breach or violation of the Company’s policy on Confidential Information is grounds for immediate disciplinary action, including, without limitation, termination of your employment.For those departments working with Confidential Information, at the end of the day and on weekends all such materials must be placed in secure, locked files. All legal and financial documents must be locked securely in file cabinets.All confidential computer and electronic files should be protected using passwords or other security tools. Additionally, users of the Internet or other networks are responsible for their activities on the network. Moreover, these networks should only be used for purposes that benefit the Company. Transmission of any material in violation of any U.S. or state laws or regulations is strictly prohibited.If you are unsure if something constitutes Confidential Information, or if you have any questions regarding this policy or your responsibilities in dealing with Confidential Information, please ask a member of Senior Management.Privacy The Company collects various personal data necessary for lawful Human Resources Administration and Management. The information contained in personnel records is treated as confidential. All requests for information on current or former employees must be referred to the People & Culture Department.To the extent permitted by local laws we may use and disclose your personal data to carry out appropriate business related checks. We may also share your name and business contact information with our business partners (e.g. joint ventures) and clients and other third parties such as our professional advisers for the purpose of carrying on business. If appropriate we may also disclose your personal data to our professional advisers, including legal advisers and auditors, for the purpose of obtaining professional services from them for our business related purposes. Future reference information given by phone or in writing will be limited to verification of employment dates and position title. In response to written requests (e.g. mortgage applications, etc.), information such as salary, dates of employment, job history, and position may be provided, if an authorization signed by the employee is provided.As a global organization with global People & Culture functions and facilities, the Company will transfer employee’s personal and sensitive data worldwide among our group companies for the purposes of benefits and payroll administration, job transfers, etc. If there is a change in any personal information, employees should notify People & Culture. It is very important that records are kept current to provide employees with correct pay and benefits and to contact the appropriate person in case of an emergency. We may keep your personal data and that of other individuals which you provide to us for a reasonable period in accordance with legal requirements if you cease to be employed by us.If an employee wishes to review his or her personnel records, he or she should contact a People & Culture Representative.REFERENCE Lendlease US Gift Register

# Article: KB0019116

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| Created: | 2021-05-02 20:23:43 |
| Updated: | 2024-02-29 00:07:55 |
| Status: | Published |

## Content

We care about your health and wellbeing. Lendlease provides access to a wide range of subsidised high-level health and wellbeing assessments for our employees, administered through your Preference account.   
Through a number of different lifestyle, medical and non-invasive tests, these health assessments will empower you to manage your health and wellbeing.  
Your family members can also purchase a health screening at corporate rates though the Lendlease family members site.

What are the eligibility requirements?  
All permanent UK employees are eligible to add a Health Assessment through HealthiFlex to their benefit offering.  
How do I make a booking?

PREPARE

To select a Health Assessment you will need to make this selection through your Preference account using the Healthiflex benefit. You will find the link to purchase Health Assessments for partners here as well.

ACT

Once you have made you selection through your Preference account your chosen Health Assessment provider will contact you directly to arrange booking your health assessment. However, you can contact the HealthiFlex provider at any time on 0345 300 6474

Resources

Preference

# Article: KB0018930

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| Created: | 2025-05-05 21:47:46 |
| Updated: | 2025-05-05 21:57:24 |
| Status: | Published |

## Content

Click here to view the Education Assistance Policy

# Article: KB0018890

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| --- | --- |
| Created: | 2025-05-05 20:16:06 |
| Updated: | 2025-05-05 20:26:07 |
| Status: | Published |

## Content

Click here to view the Social Insurances Policy

# Article: KB0018834

|  |  |
| --- | --- |
| Created: | 2021-05-06 02:31:24 |
| Updated: | 2024-02-29 00:07:56 |
| Status: | Published |

## Content

Americas People & Culture

Approver's name and title:  
Teena HesterHead of People & Culture, Americas

Effective date:  
January 2018

Review date:  
August 2018

Next review date:  
January 2020

This Lendlease policy relates to employees and new hires that are requested to permanently relocate.  There is a separate policy related to temporary relocations that does not involve asking the employee to change their current housing situation.  The policy that relates to temporary relocation is called Out-of-Town Living (OTL) and requires the individual to maintain duplicate living arrangements.  It is not anticipated that relocation benefits would be used in conjunction with OTL. Therefore be sure to understand the purposes of both policies when deciding on which approach is correct.Relocations consider employee assignments, client and business needs, length of assignment, proximity to employee’s home, and various other factors.  All reimbursements are made and reported in accordance with the prevailing income tax laws.   Eligible Employees All employees asked by the company to permanently relocate themselves, spouse/domestic partner or their family due to an assignment in a new city may be eligible for relocation benefits.  Under special circumstances only, newly hired employees will also be eligible for relocation benefits as part of a new hire package.While relocation benefit items will be granted according to each individual situation, items in the Standard area require normal approvals and items in the Non-Standard area require additional, higher-level, approvals. All approvals for relocation are granted as part of the Workday process.Pre-approval The Relocation Authorization Form must be completed and uploaded into the Offer, Promotion or Job Change within Workday. Workday approvals will also cover the proposed relocation details. Once all required approvals are obtained and the individual has signed their offer and relocation repayment agreement, the Mobility Specialist will be notified and the relocation process may begin. The expenses associated with employee relocation will be charged to the receiving cost center unless specified otherwise. Approved relocation expenses paid directly by the company to the relocation vendors will be sent directly to the Mobility Specialist. The Mobility Specialist will coordinate payment of the invoice and coordinate needed imputes or gross-ups for tax with the Lendlease Payroll group. Relocation Authorization Form Reimbursement Approved relocation expenses not directly paid by the company will be reimbursed to the employee. Requests for expense reimbursements, if on the employee’s Corporate Credit Card, must be submitted by the employee in the R-12 financial services system as expense reports. Requests for expense reimbursements of approved items paid by cash or on an employee’s personal check or credit card, may be reimbursed on a Relocation Reimbursement Request Form and then forwarded to the Mobility Specialist for processing.  If requested reimbursements include items that are an exception and/or have not been approved, then reimbursements will not be made until proper approvals have been obtained.Relocation items paid directly by the company and that require impute into income and/or tax details to be handled, will also be coordinated through Lendlease Payroll by the Mobility Specialist.Relocation Reimbursement Form Reimbursable Relocation Expenses Eligible employees may be reimbursed for some or all of the following relocation expenses based on the conditions of their new assignment.  Each employee’s relocation items may be different depending on the situation and are requested and approved by the Management of that area. No items are automatically granted and the specifics of any particular item may be limited to specific instructions as listed by the department.Gross-Up For Taxes – If approved, the Company may gross up any taxable relocation expenses at the supplemental withholding rates to help offset tax liabilities associated with taxable relocation benefits.Standard Relocation Items – require normal Workday Approval:  
House Hunting Trips -The Company may reimburse the costs associated with a trip to the new location by the employee and spouse/domestic partner for the purpose of locating a new house or apartment.  This may be a maximum of 2 trips and includes round-trip transportation (coach or economy class), three (3) meals per day, rental car, if needed, and overnight accommodations for combined total of up to five (5) nights.  
Transportation of Personal/Household Goods -For permanent moves the company may pay the reasonable cost of moving an employee's household goods up to the weight limit that is determined by the employee's family status.  Packing, shipping, unpacking and insurance will be provided by the Company's contracted mover.  
Transportation of Automobile - If the employee's move is over 500 miles, the cost of transporting up to two (2) automobiles may be paid by the Company.  
Mileage Allowance - If the relocating employee chooses to drive his/her personal automobile to the new location, mileage allowance for the one-way trip may be reimbursed at the current applicable business mileage reimbursement rate.  Contact the Accounts Payable department for the current rate set by the IRS.  
Temporary Accommodation - Hotel/Apartment An employee may not be able to move into new living quarters immediately upon arrival at the new location.  The Company may reimburse reasonable hotel or furnished apartment costs for a limited period of time not to exceed sixty (60) continuous calendar days commencing on the first day of living in temporary quarters.  
Storage of Household Goods - Storage of household goods at the new location may be provided while the employee is living in temporary quarters and looking for permanent housing.  The Company may pay storage expenses for a limited period of time, not to exceed sixty (60) continuous calendar days commencing on the first day household goods are placed into storage.  
Reimbursement of Incidental Expenses – Typically set at a net of $1,000 for reimbursement of items related to the relocation. Examples are for meals (except those covered separately by house hunting trip), utility hook-up fees, taxis, car registration fees, etc.  
Non-Standard Relocation Expense Items – require normal Workday Approval, plus approvals by Managing Director and Head of People & Culture, Americas:(All approved Non-Standard Relocation items will automatically be grossed-up to cover tax liability, unless otherwise instructed.)Closing Costs - The Company may reimburse some or all of the costs associated with selling a current residence and the costs associated with buying a new residence.  These costs include, but are not limited to, attorney fees, title searches, applicable inspections, etc. A maximum dollar amount is normally requierd to be set for this.Realtor Commissions -The fee paid by the employee to the realtor for selling their house, typically 6% of the selling price, may be reimbursed by the Company. A maximum dollar amount is normally required to be set for this.Unexpired Home/Apartment Lease - If an employee is requested to relocate prior to the expiration date of their current rental lease, the Company may reimburse the cost of any penalty associated with termination of that lease. If under $2,000, this may be approved as part of Standard Relocation approval levels. Otherwise, it must receive Non-Standard Relocation approvals. A maximum dollar amount is normally required to be set for this.Temporary Accommodation (Hotel/Furnished Apartment) - Approval in excess of 60 days. Specific length of time should be specified.Storage of Household Goods - Approval in excess of 60 days. Specific length of time must be specified.Lump Sum Relocation Allowance - A discretionary one-time lump sum payment.  This can be used towards the actual move, settling-in costs (such as setting up utilities, applying for driver’s license, etc.) closing costs, etc. If net $4,000 or less, and no other relocation items, are being provided, this may be approved as part of Standard Relocation approval levels. Otherwise, it must receive Non-Standard Relocation approvals. Higher supplemental tax rates apply to the entire amount of any lump sum relocation payment. This should be considered when setting as a net payment amount (LL grossing up the payment amount to cover tax liability) or a gross payment amount (LL reducing the payment amount by the required tax liability).Transportation of Household Goods - Detail  The company has a contract with two nationwide carriers and will coordinate the household goods move through the Mobility Specialist.Once all approvals are completed, the Mobility Specialist will contact the relocating employee to discuss the specifics related to the move. Afterward, the Mobility Specialist will have a representative of the carrier contact the relocating employee in order to schedule a date for the assessment of their household goods and gather all information necessary for the cost estimate.  The estimate will include move date, approximate weight, packing needs, and van space required for the move.  The household goods estimate will typically be sent to the Mobility Specialist. The employee should not contact the company- approved moving companies on their own until the Mobility Specialist initiates contact.Authorized Expenses

Transportation of household furnishings from point of origin to point of destination by authorized carrier.  The Company reserves the right to limit the weight of goods that will be paid for. This is based on the employee's family relocation status.  
If only the single employee will be relocating, the household goods weight limit is set at 6,000 lbs.  
If the employee is relocating with a spouse/domestic partner and/or family, the household goods weight limit is set at 16,000 lbs.  
Full packing and unpacking.  
Servicing of washers, stereos, ice makers or other items as determined by the carrier that need special servicing.  
Storage costs of household goods will be provided up to sixty (60) days with prior approval from relocation authorization form.  
Special crating of objects where deemed necessary for protection of household goods.  
Cost of transporting up to two (2) autos may be allowed if the employee is moving over 500 miles.  Mileage allowance will be payable at the current business mileage reimbursement rate for driving a personal auto to new location.  Contact the Accounts Payable department for the current rate.

Non-authorized Items The company will not reimburse an employee for expenses related to any of the following items:

Pets, livestock, or animals of any kind.  
Boats, campers, airplanes, trailers, farm tractors, etc.  
Firewood  
Bricks, blocks, lumber, or other building supplies.  
Plants, flowers, or shrubbery of any kind.  
Frozen food.  
Labor charges for disassembly or reassembly of swing sets, storage sheds, or similar playground or yard equipment.  
Maid service or house-cleaning charges.  
Third party work by plumbers, electricians, carpenters, etc.  
The carrier is prohibited by ICC rules from carrying explosives, perishables, combustible items, paints, etc.

IMPORTANTTHE COMPANY WILL NOT BE RESPONSIBLE FOR THE DAMAGE OR LOSS OF VALUABLES.  Valuables such as jewelry, precious stones, stamp collections, wills, stocks, trading stamps, furs or other articles of extraordinary value must be moved by the employee.  The carrier is prohibited from carrying them.  If any of these items are found in the carrier's possession without their knowledge, they will not assume any liability for loss or damage of these items.Any charges or services not approved in advance will be at the employee's expense.Relocation Repayment AgreementAs stated in the required Relocation Repayment Agreement for all existing and new hire employees:General The employee should secure a clear understanding of the requirements and conditions of the move, such as mode of transportation, estimated time en route, etc.The employee, or a designated representative, must be home when packing, loading and unloading is performed.  The employee will be asked to sign a copy of the inventory at origin and will be furnished a copy of the same.  The employee will be able at that time to verify any notations regarding scars, scuffs, gouges, dents, scratches, etc., and verify that the articles on the inventory confirm the articles being shipped.  This is the employee's agreement that it is complete and correct.  The employee will be asked to sign the same inventory after delivery to confirm that all items were received and in good condition.  If any items were lost or damaged, they must be noted at time of delivery.  Failure to do so may result in employee not being paid for these items.Each employee must file his/her own damage claim.  Therefore, claims should be filed directly with the moving company within the time specified on the moving agreement.  The moving companies will send information relative to insurance coverage and filing damage claims to the employee.  In the event that the employee feels his/her settlement is not being handled promptly or fairly, he/she should contact the Mobility Specialist who will attempt to resolve the dispute.  
Income Tax Status of Provided or Reimbursed Moving Expenses  The following is an effort to help our employees understand the income tax implications of the reimbursement of relocation expenses:Income Tax Impact With the new income tax law changes effective in January 2018, all relocation benefits provided are now taxable. As required by IRS regulations, all amounts paid on behalf of, or reimbursed to, the employee must be reported as income on the employee's W-2.Amounts paid to an employee may, based on the Relocation Authorization Form approvals, be grossed up at the supplemental tax withholding rates to help offset any tax liability associated with the relocation. All expenses and reimbursements must be documented with receipts.

Access more information on the processes and procedures for Relocation Benefits

# Article: KB0018752

|  |  |
| --- | --- |
| Created: | 2021-05-03 02:57:09 |
| Updated: | 2024-02-29 00:07:56 |
| Status: | Published |

## Content

Changing your name requires relevant legal documentation and the request is made in Workday. To request a name change simply follow the steps below.

What steps do I need to take?

PREPARE

Source copies of either your certified marriage certificate or other legal proof of your name change to provide as evidence.

ACT

Access the Personal Information worklet in Workday and enter your name change details. Upload any evidence as required.

FINALISE

If you have any questions on this process please ask People Connect

Resources

Workday

# Article: KB0020638

|  |  |
| --- | --- |
| Created: | 2024-11-28 09:25:22 |
| Updated: | 2024-11-28 17:03:04 |
| Status: | Published |

## Content

Leading Self

“Being a self-leader is to serve as chief, captain,president or CEO of one’s own life”.  
Peter Drucker, Author, Educator and Management Consultant.

What can I learn to develop my leadership skills?

Complete the 8 Lendlease Capabilities modules.  
Explore the Lendlease Foundation programs.  
Discover what’s available in the Diversity & Inclusion programs.  
Complete the Mental Health First Aid program.  
Discover your natural leadership style with Atlassian.  
Search Workday Learning (there’s over 9000 courses!).

What can I do to develop leadership experience?

Make sure you have set goals and a development plan  
Volunteer for a stretch project  
Sign up for a Community Day project  
Get involved in an Employee Resource Group (RAP, LGBTI, Gender Equity etc)  
Consider a Mentoring arrangement via Workday  
Volunteer at a not for profit or community organisation.

Driving your Career at Lendlease  
The world of work has changed. Work is now increasingly virtual, mobile, collaborative and project based, creating more choices for when, where and even how it gets done. Traditional career pathways involved ascending a ‘corporate ladder’ through promotion. Today, career paths are multidirectional, with moves across as well as up and down.

To drive your career at Lendlease, you need to look for opportunities that will help you achieve new skills, increase your capability and gain experiences in different areas.

Be responsible for your own development  
Actively manage your development plan throughout the year.  
Utilise the resources available to you.

Workday Learning  
Workday Learning is the learning platform that sits within the Workday suite. You can access digital courses, watch short videos, explore content from industry experts on a wide variety of topics and register for workshops in your region. You can learn anytime from any device by logging into Workday and clicking on the Learning icon.  
Workday Learning

Resources

Leadership  
Leading Others  
Managing Performance

# Article: KB0019037

|  |  |
| --- | --- |
| Created: | 2021-05-09 00:49:31 |
| Updated: | 2024-02-29 00:07:56 |
| Status: | Published |

## Content

A sabbatical is a voluntary arrangement where an employee takes unpaid time off over and above their usual leave allowance. In general, sabbatical leave is used to undertake research, further education or travel for personal development outside the normal working environment.

What are the eligibility requirements?  
Full-time or part-time employees with two or more years’ service are eligible.  
How do I apply?

PLAN

Review the eligibility requirements.Read through the sabbatical leave policy.Sabbatical leave can be taken for a minimum period of three months up to a maximum period of one year.

ACT

You should discuss your request for sabbatical leave with your manager.Once agreed with your manager, you should enter your leave request in Workday.

FINALISE

You will be notified if your request has either been approved or declined.

How do I return to work after sabbatical leave?  
You must contact your manager and People Connect at least one month prior to your agreed return date to ensure the company has time to arrange your return or to seek suitable alternative employment.  
My application has been declined. How do I appeal the decision?  
If your request has been turned down you have the right to appeal the decision. Your appeal must be made in writing to your manager and the employee relations manager within five days of the date of the letter confirming the decision. This letter needs to set out the grounds for your appeal.You will then be asked to attend a meeting with the appeal manager where you have the right to be accompanied by a nominated Lendlease employee or a trade union official. After the meeting, you will be notified in writing of the appeal manager’s decision. There is no further right to appeal.  
Resources

Sabbatical Leave Policy

# Article: KB0018742

|  |  |
| --- | --- |
| Created: | 2024-12-03 01:03:24 |
| Updated: | 2024-12-03 01:39:09 |
| Status: | Published |

## Content

Lendlease has partnered with HealthEquity/ WageWorks to allow you to purchase mass transit passes and/or pay parking expenses using before-tax dollars, which will be deducted from your pay check.There are two different types of transportation expenses you may elect under this benefit:1. Transit expenses Transit includes your own expenses incurred for using commuter bus, train, subway, ferry, certified vanpools, etc.2. Parking expensesParking includes parking expenses you incur while at work.

What are the eligibility requirements?  
All full-time employees may visit the Wageworks administration site (link below) to elect the work related monthly transit and/or parking benefit that best fits their needs.  
How do I apply?

PREPARE

Review the eligibility requirements.All transit/parking deductions will be deducted on the last pay check of the month of your election. Lendlease passes eligible employee information to WageWorks via their website twice a month, on the 4th and 10th. If you miss enrolling by the 10th of the month your election will be put in place the following benefit month.There are pre-tax limitations on these monthly deductions. You can receive pre-tax benefits up to the federal pre-tax limit of $300 for transit and/or for parking. If your transit/parking expenses are more than the allowable pre-tax limits any amount over those limits will be deducted from your pay check on an after-tax basis.If your transit or parking provider does not participate with WageWorks, you are still eligible for the tax savings. You will simply need to report your expenses to Wageworks through their online expense reporter for a reimbursement.For Transit Expenses, it is important to note that regulation requires employees to purchase transit in advance of the month the expense will occur. Employees must make their election by the 10th of the month prior to use. New York commuters should note that if a pass is purchased a for the Long Island Railroad and/or Metro North you must make your election by the 4th of the month prior to the month of use.

ACT

Visit the WageWorks website and click on the 'Sign Up Now' button.Enter the required sign-up information.Create a user name and password.Select the 'Transit' or 'Parking' tab and choose your provider.Confirm your selections and look for the pass/ticket/fare/etc. in your mailbox.

FINALIZE

For Transit Expenses, the pass will be mailed to you by the first of the benefit month.The cost for the pass(es) will be deducted from your pay check once a month on the last pay check of the month of your election.For Parking Expenses, WageWorks will pay your parking garage or facility directly. If your parking garage does not participate with WagesWorks, you can upload your eligible receipts and be reimbursed directly by WagesWorks either by check or direct deposit.

How do I manage my account?  
You have the option with Wageworks to change your election each month or you can choose to make a one-time recurring election to receive the same benefit monthly. Sign-ups, changes and deletions for ordering passes/or making elections must always occur by the 10th of the month prior to the month you are receiving benefits, depending on the pass you choose.If you have questions regarding this new transit plan or have problems enrolling you may contact Wageworks directly at 1-877-924-3967 (1-877-WAGEWORKS).

Resources

HealthEquity/ WageWorks

# Article: KB0018945

|  |  |
| --- | --- |
| Created: | 2025-05-05 21:47:09 |
| Updated: | 2025-05-05 21:56:30 |
| Status: | Published |

## Content

Click here to view the Tool of Trade Policy

# Article: KB0019153

|  |  |
| --- | --- |
| Created: | 2021-05-09 01:07:40 |
| Updated: | 2024-02-29 00:07:56 |
| Status: | Published |

## Content

Our People & Culture processes are supported by a number of online systems and tools. You will find an overview and link to each below.

ServiceNow for Enquiries  
ServiceNow is a workflow tool used in Lendlease to raise People & Culture enquiries.

Career and Job Framework Library

The Career and Job Framework Library (CJF Library) provides visibility of all the roles available within Lendlease according to our Career and Job Framework (CJF). Roles are classified in the framework based on the type of work performed, and not by organisational reporting lines.

Careers

Our Careers section provides you with visibility of current vacancies and future project opportunities, alongside information on career development opportunities and career mobility.

iManage

iManage is a cloud-based document management solution that stores employee records.   
Note: access to iManage uses Single Sign-On (SSO) and restricted to approved People Connect, Payroll, People & Culture Business, Talent & Reward Partners only.   
Access to Phoenix Workspace Control is available to approved People Connect administrators only.

Kedos (Italy only)

Kedos is the time and attendance solution for Italy.  Use Kedos to complete timesheets, create expense reports and book leave.

Shareworks

Lendlease uses Shareworks to administer and manage ESAP on behalf of Lendlease. Shareworks will keep track of your securities and provide you with annual statements and relevant information about your security holdings.  
SteLLar

SteLLar is our online employee recognition program where both employees and managers can recognise and reward individuals and teams who are doing something over and above what's expected of them, while living our core values.

Workday Learning

Workday Learning is our is digital platform for all your learning needs. For more information go to the Development section.

Workday  
Workday is our global people information, visit our Workday page for more information.

# Article: KB0018948

|  |  |
| --- | --- |
| Created: | 2025-04-25 02:20:02 |
| Updated: | 2025-04-29 17:59:17 |
| Status: | Published |

## Content

Click here to view the Annual Leave Policy

# Article: KB0019059

|  |  |
| --- | --- |
| Created: | 2025-03-12 03:10:38 |
| Updated: | 2025-03-12 03:16:47 |
| Status: | Published |

## Content

Click here to view the Service Recognition policy

# Article: KB0018894

|  |  |
| --- | --- |
| Created: | 2024-06-28 13:06:24 |
| Updated: | 2024-06-30 19:12:03 |
| Status: | Published |

## Content

Click here to view the Wellbeing Leave Policy

# Article: KB0018772

|  |  |
| --- | --- |
| Created: | 2024-08-22 03:02:21 |
| Updated: | 2024-08-22 03:11:48 |
| Status: | Published |

## Content

To help with balancing work and family life, the below programs are available to Lendlease employees who care for children.

Parents at Lendlease Lendlease has partnered with return to work and career management experts Parents At Work to create the Parents at Lendlease program. Employees have access to the Parents At Work online portal which holds recent parenting content, courses, tools and checklists for employees and managers.  
You can sign up using this link.   
Expecting a new child? Employees who are eligible for paid parental leave as per the Lendlease Parental Leave Policy, can also access up to three coaching sessions to support their transition to and from parental leave.The sessions provide:

Support during parental leave, returning to work, and managing your career as a working parent;  
A dedicated Parents At Work coach for one to one support;  
The opportunity to discuss your career plans and parenting needs confidentially; and  
The ability to access support over a period of 12 months, providing you with the flexibility to seek advice when you really need it.

To apply for the sessions you can:  
Complete the relevant information on your ‘Parental Leave’ application form when taking leave.

Resources

Parental and Partner Leave - Processes and Procedures

Parental Leave Policy

Parental Leave application form

# Article: KB0018951

|  |  |
| --- | --- |
| Created: | 2025-05-05 21:11:20 |
| Updated: | 2025-05-05 21:32:34 |
| Status: | Published |

## Content

Click here to view the Community Service Leave Policy

# Article: KB0019106

|  |  |
| --- | --- |
| Created: | 2021-05-05 07:27:20 |
| Updated: | 2024-02-29 00:07:57 |
| Status: | Published |

## Content

Flexibility is important to Lendlease. It enables us to retain our people, which means continuity for our business and our clients.For Lendlease, flexibility is about when and where people work. It is an essential part of creating an effective organization. There is significant evidence that flexibility helps people work smarter and optimize resources and productivity in a highly competitive business environment.Flexible work arrangements are not an entitlement, so employees should not assume that if they ask for flexibility they will automatically get it. These work arrangements need to be mutually beneficial to the business and the employee. After due consideration, managers may turn down requests for a flexible work arrangement if business needs cannot be met.

What are the eligibility requirements?  
All Lendlease active, salaried employees scheduled to work 30 or more hours per week are eligible to apply for flexible work arrangements.   
How do I submit a request for flexible working?

PLAN

Review the eligibity criteriaRead through the documents available under the Resources section of this page

PREPARE

Work through Step 1 of the Implementation Approach document and make an initial consideration of the type of flexible work arrangement you intend to propose to your manager. Fill out the Flexible Work Arrangement Conversation Guide and submit it to your manager.

ACT

Discuss your interests and proposal for a flexible work arrangement with your manager; this stage of the process may take some time while you and your manager discuss and agree on the proposed flexible work arrangement. At the end of the discussions, if you and your manager have agreed and are satisfied with the terms, your manager may approve the flexible work arrangement.

FINALISE

Once the flexible work arrangement has been agreed, sign and retain a copy of the Flexible Work Arrangement Conversation Guide. This will serve as a helpful reference to key aspects of the agreed arrangement.

What are some examples of flexible work?  
There are a range of creative and practical ways to change when and where work is done. Some of the more traditional forms of flexible work arrangements include:When people work • Flexible start/finish times. Flexible start finish times allow for employees and managers to negotiate start and finish times that work for all parties.• Reconfiguring workweek.• Part-time work. Generally speaking, working fewer than the standard weekly hours. Note: Benefits eligibility will be impacted if scheduled less than 30 hours weekly.When people work • Working remotely. Also called teleworking, this means working away from the main office or site (i.e. at home) either full or part-time, and on a regular or intermittent basis.• May be appropriate only during specific phases of a project.• Ensure you check the project contract for potential issues.Applicable examples include:Project site:• Ida Crown Jewish Academy in Skokie, IL - Team coordinated flexible start and finish times to accommodate rush hour and travel distances, while still allowing full coverage on site  - Superintendent starts at 6:00am and is generally the first person to leave the site  - Senior Project Manager starts between 6:30am/7:00am and is generally the next person to leave the site after the Superintendent  - Project Manager starts at 7:00am and is generally the last person to leave the site• Lumina in San Francisco, CA  - Mix of Project Managers, Control Staff and Field Superintendents take every fourth Friday afternoon offOffice-based:• Office-based people manager in PM&C works from home on regular basis, with schedule driven by calendar • Development Manager leaves at 2:30pm on Mondays and makes up the time by working in the evenings • Administrative Assistant starts at 6:30am and finishes at 3:30pm  
Resources

Implementation Approach

Frequently Asked Questions

Conversation Guide

Work From Home Checklist

Frequently Asked Questions (Spanish) Preguntas Frecuentes

Conversation Guide (Spanish) Guía de Conversación

Work From Home Checklist (Spanish) Checklist -Trabajo desde Casa

# Article: KB0018828

|  |  |
| --- | --- |
| Created: | 2024-12-03 03:31:08 |
| Updated: | 2024-12-03 07:20:00 |
| Status: | Published |

## Content

Americas People & Culture  
PURPOSE COBRA (the Consolidated Omnibus Budget Reconciliation Act of 1985) makes it legally possible for employees and/or eligible dependents to continue their medical, dental and vision benefits in case of the following events:

Employee's Resignation  
Employee's Layoff  
Employee's Disability  
Employee's reduction of hours  
Employee's involuntary termination  
Employee begins leave of absence  
Divorce/Legal Separation  
Ineligibility of Dependent child  
Death of covered Employee  
Employee entitled to Medicare

SCOPE Separated employees automatically have their medical, dental and vision benefits extended through the last day of the month in which they are terminated. After that, they are responsible to pay for COBRA continuance for medical, dental and vision benefits.If you have experienced one of the events listed above, contact People Connect to see if COBRA would be the right option.POLICY  
For more information, contact People Connect, or download the Salaried or Hourly Benefits Exit Summary to review how benefits are impacted by separation from Lendlease.  
Access the Salaried Benefits Exit Summary Access the Hourly Benefits Exit Summary Access more information on the Leaving Lendlease process

# Article: KB0019016

|  |  |
| --- | --- |
| Created: | 2021-05-08 18:52:55 |
| Updated: | 2024-02-29 00:07:57 |
| Status: | Published |

## Content

Lendlease encourages employees to volunteer and partake in community services. Eligible employees are granted community service leave to enable active members of an officially recognised community emergency service organisation to attend training or assist during an officially declared emergency.  
What are the eligibility requirements?  
Permanent and fixed term employees of Lendlease are eligible for community service leave, subject to policy conditions.Employees bound by an operative enterprise agreement to which Lendlease is the employer may have varying benefits. Please refer to the relevant agreement for specific terms and conditions that apply to you.   
How do I apply?

PLAN

Read through the Community Service Leave Policy.

PREPARE

Check you are volunteering for an organisation that is an officially recognised community emergency service. Obtain evidence of membership.Discuss your intention to take community service leave with your manager and provide the evidence of membership.

ACT

If your manager supports the request, submit a leave request in Workday. You will receive confirmation of your leave request.Your manager will approve or reject the leave request in Workday. Your manager may require evidence of attendance prior to approving your leave.

FINALISE

You will receive confirmation that your leave request has been approved.

Resources

Community Service Leave Policy

Workday

# Article: KB0018821

|  |  |
| --- | --- |
| Created: | 2024-12-17 20:54:54 |
| Updated: | 2024-12-17 20:59:49 |
| Status: | Published |

## Content

Americas People & Culture  
PURPOSE  Lendlease recognizes and encourages the importance of bonding and nurturing, developing relationships and adapting to new environments. To create a workplace that is best for all, the company seeks to provide the support and flexibility that our employees may need as they balance their commitments both inside and outside work. Therefore, if eligible, Lendlease provides partner leave for the parent without primary care responsibility pursuant to the terms and conditions set forth in this policy. To the extent there is a conflict between this policy and any applicable law on the subject, the applicable law shall control.Partner leave is an employee benefit that provides a two-week paid leave, for normal scheduled hours during the workweek, for the following life events:

Birth of your child;  
Adoption placement (up to age 18); or  
Foster care placement (up to age 18).

For the purpose of this policy, a "partner" is generally defined as a spouse or domestic partner who does not have primary or full-time responsibility for the care of the child immediately following the birth or the arrival date of his or her child into the partner's home.SCOPE  This policy applies to all active full-time salaried, benefits eligible, employees scheduled to work 30 hours or more per week.POLICY Eligible employees may take a two-week paid partner leave for the birth of the employee’s child, the adoption or foster care placement of the child. The following requirements also apply to leave taken under this policy:

Paid partner leave must be taken within the first eight weeks from the life event, and in increments of no less than one business day, unless otherwise required under applicable law. (Eligible employees may still be entitled to FMLA leave taken within 12 months of the birth or placement of the child).  
Paid partner leave is only available to the employee when the employee is not the full-time primary care parent during the period of leave.

The partner leave benefit will be paid at 100% of the employee's base salary and must be approved by their manager. The partner leave must be taken in increments of no less than one business day, unless otherwise required by applicable law. When entering partner leave hours, use pay type 46 (Partner Lv) within Time Entry within E1 employee self-service.During a partner leave period the employee shall continue to receive all employee benefits previously provided.An employee may become the primary full-time caregiver parent of the new child after the primary caregiver (spouse or domestic partner) has returned to their own employment or is no longer able to continue as the primary caregiver. If that is the case, the employee may be eligible for benefits under the Parental Primary Leave program.All leave taken under this policy will run concurrent with any FMLA leave, short-term disability leave, and any state or local leave to which you are entitled, where applicable and permissible under law.The employee must provide the employer with at least 30 days’ notice when the need for this leave is foreseeable.  When an employee becomes aware less than 30 days in advance the employee must provide notice to their supervisor as soon as reasonable.

# Article: KB0018933

|  |  |
| --- | --- |
| Created: | 2025-04-13 20:51:33 |
| Updated: | 2025-04-13 21:30:25 |
| Status: | Published |

## Content

Click here to view the Flexible Work Standard

# Article: KB0018978

|  |  |
| --- | --- |
| Created: | 2024-11-14 01:28:49 |
| Updated: | 2024-11-14 01:31:45 |
| Status: | Published |

## Content

Temporary & Contingent Workforce AU  
Temporary and contingent labour (often referred to as Labour Hire) is important for our business to continue to run efficiently during extended periods of absence or for project specific resources. Managing this process centrally provides our business with visibility of our temporary workforce, mitigated risk through supplier agency panel, savings to projects through pre-negotiated competitive rates, and provides a fair and consistent hiring experience for temporary and contingent employees.

How to engage your temporary worker

Contact the Temporary Workforce Management Team at temprecruitmentAU@lendlease.com   
The Temporary Workforce Management Team can help with:

Assistance with workforce planning  
Advice & support on pay rates  
Offer support with hiring process  
Provide metrics & reporting

RESOURCES Create a Job Requisition for Contingent Worker   Create Workday Job Requisition - 5min video  Prequalified Labour Hire Supplier List Labour Hire Standard (Australia) Labour Hire Procedure (Australia)  Temp to Perm process  New Supplier Request Form  FAQs

# Article: KB0018939

|  |  |
| --- | --- |
| Created: | 2025-05-05 21:08:41 |
| Updated: | 2025-05-05 23:53:44 |
| Status: | Published |

## Content

Click here to view the Domestic Temporary Relocation Policy

# Article: KB0019968

|  |  |
| --- | --- |
| Created: | 2025-01-22 00:58:23 |
| Updated: | 2025-01-22 01:04:36 |
| Status: | Published |

## Content

Global Education Assistance

Lendlease is a place for growth. We are committed to supporting the ongoing development of our employees. Lendlease will provide education assistance to eligible employees who wish to pursue, at their own initiative, further academic qualifications. Educational assistance may include financial support for study, paid study leave or both.  
Click the link below to find out more information about Education Assistance in your region  
Australia  
Americas  
Asia  
Europe

# Article: KB0018809

|  |  |
| --- | --- |
| Created: | 2021-05-07 00:30:53 |
| Updated: | 2024-02-29 00:07:58 |
| Status: | Published |

## Content

Group People & Culture

FunctionGroup People & Culture

Effective DateAugust 2013

Approved ByMichael Vavakis

Revision DateJuly 2013

Approved DateAugust 2013

PURPOSE At Lendlease, we are committed to providing and maintaining a safe, consistent, healthy and productive working environment for all our employees across the globe. For the safety, well-being and productivity of our employees, it is essential that our judgement is clear and unimpaired by drugs or alcohol at all times. SCOPE All Lendlease EmployeesPOLICY Basic PrinciplesEmployees must not possess or consume illegal drugs while on Lendlease premises, or undertake work when their performance is impaired by alcohol or other drugs, legal or illegal, prescribed or otherwise.Employees must not possess or consume alcohol while on Lendlease premises without prior approval from the Regional Chief Executive Officer. Please refer to your local policy for further information.Employees are not to operate any motorised vehicle or equipment after consuming alcoholic beverages.While attending business meetings and or conferences on behalf of Lendlease, employees are to conduct themselves in a professional manner at all times. This policy is to be implemented across all locations in which we operate including but not restricted to construction sites, site accommodation, project sites, company offices, communities and corporate offices.Standards Alcohol You will be in breach of this Policy where you:  
Report for or undertake work, make yourself available for or return to work on or at any premises in circumstances where, if tested, you test positive for Alcohol; and/or   
Enter or are present on or at any premises when you are Unfit for Work; and/or   
Consume Alcohol on or at any premises (except for a pre-arranged event as authorised in advance by a Lend Lease Regional Chief Executive Officer).   
Please refer to your local policy for further information and guidelines. Drugs You will be in breach of this Policy where you:  
Report for or undertake work, make yourself available for or return to work on or at any premises in circumstances where, if tested, you test positive for the use of Drugs; and/or   
Enter or are present on or at any Premises where you are Unfit for Work; and/or   
Use (or attempt to use), possess, manufacture, sell, distribute or supply Drugs on or at any premises.  
Please note:   
The use, possession, manufacture, sale or supply of Drugs is a criminal offence.   
Any person found committing or suspected of committing a criminal offence may be reported to the police and all Drugs and/or Drugs paraphernalia will be handed to the police.   
It is the policy of Lendlease to assist and to co-operate fully with the police in the investigation of any criminal offence.  
Medication  
You will be in breach of this Policy where you:  
Report for or undertake work, make yourself available for or return to work on or at any premises in circumstances where you are Unfit for Work; and/or   
Unlawfully possess, manufacture, sell, distribute or supply Medication on any premises.  
Please note:  
Work performance and safety may be impaired by the taking of Medication.   
The unlawful possession, manufacturing, use, supply, sale or distribution of Medication is a criminal offence.   
Any person found committing or suspected of committing a criminal offence may be reported to the police.   
It is the policy of Lendlease Corporation to assist and to co-operate fully with the police in the investigation of any criminal offence.  
Other Substances  
You will be in breach of this Policy where you:  
Use Substances provided for use at work, such as solvents or aerosols, in such a way as to render you Unfit for Work; and/or   
Report for or undertake work, make yourself available for or return to work on or at any premises in circumstances where you are Unfit for Work.  
Requirements At no time are drugs to be permitted on any Lendlease worksite or office. At no time is alcohol permitted in our office or worksite locations without the prior approval from the Regional Chief Executive Officer. Please refer to your local policy for further information and guidelines.Some everyday supplements and medicines contain alcohol in a very small measure. To accommodate this anomaly, we have a small tolerance limit.If an employee takes prescription drugs it is their responsibility to ensure that those drugs do not interfere with their ability to perform their role. It is also their responsibility to ensure their manager is aware of any special needs that they may have, or any impairment that the drugs may cause. For off-site events where alcohol will be available please refer to your local policy for further detail.Functions organised by the company off-site should be held where travel may be kept to a minimum for employees travelling home. Priority consideration should be given to venues where public transportation is available. Non-alcoholic beverages must be made available. For further information please refer to your regional and/or business unit policy.Approved on-site events where alcohol is served, should incorporate a means to restrict the amount of alcohol consumed. Non-alcoholic beverages must be made available.The site orientation process is to include a section on the requirements for our projects to be alcohol free. Anyone consuming, in the possession of or under the influence of alcohol will be immediately removed from the jobsite and refused future access.Lendlease employees who consume alcohol on a project or office site may be subject to termination More detailed Regional and/ or Business Unit specific policies and procedures may supplement this Policy.  Where there are additional or more stringent requirements imposed by the regional policy these will apply in addition to this Group Policy  
Support, Assistance and Confidentiality We will encourage anyone who misuses substances to come forward and seek help. Early identification and treatment is essential. If you feel you have a problem, you are encouraged to seek help and advice from the Employee Assistance Program, through their confidential telephone helpline should you wish to discuss the matter with an independent organisation. Alternatively, you can approach your local People & Culture Manager who will be able to discuss with you support and counselling options that are available to you. Any such matter will be treated by Lendlease sensitively and in confidence. Any information or personal data obtained by Lend Lease as a result of a person seeking voluntary support and assistance will be kept in strict confidence (subject to provisions of the law).Our policy is clear - being in possession of, or under the influence of illegal drugs in the workplace will not be tolerated. You are responsible for ensuring that you behave appropriately and safely, showing respect for your colleagues.Download Substance Misuse Policy  
See also the Americas Substance Misuse Policy

# Article: KB0019013

|  |  |
| --- | --- |
| Created: | 2021-05-05 07:36:00 |
| Updated: | 2024-02-29 00:07:58 |
| Status: | Published |

## Content

For our people to perform at their best, we must all be supported to feel healthy and well. Sometimes, this means taking a day to schedule medical check-ups, go on a yoga retreat or practice meditation or mindfulness.Wellbeing leave is one of the ways Lendlease supports employees’ physical and mental wellbeing. This leave is provided to eligible employees in addition to other leave benefits.

What are the eligibility requirements?  
Permanent full-time and fixed-term full-time and part-time contract employees employed on local terms with at least 3 months (for Singapore) or 90 calendar days (for Malaysia) of service are eligible for wellbeing leave.  
How do I apply?

PLAN

Read through the Wellbeing Leave Policy for your location.

PREPARE

Discuss your leave plans with your manager well in advance, in order to agree a time that minimises disruption to the business.

ACT

Once you have obtained your manager’s endorsement, submit a leave application in Workday via the Absence worklet.  
Your Wellbeing leave will be automatically approved in Workday.

FINALISE

If necessary, create or revise your department calendars to reflect your time away from the office and/or out of office automatic replies within MSOffice Outlook.

Resources

Wellbeing Leave Policy - Singapore

Wellbeing Leave Policy - Malaysia

Workday

# Article: KB0019044

|  |  |
| --- | --- |
| Created: | 2025-03-12 03:10:14 |
| Updated: | 2025-03-12 03:16:17 |
| Status: | Published |

## Content

Click here to view the Ordinary Parental Leave policy

# Article: KB0019248

|  |  |
| --- | --- |
| Created: | 2024-12-12 03:48:09 |
| Updated: | 2024-12-12 18:32:49 |
| Status: | Published |

## Content

Leading Others

“If your actions create a legacy that inspires others to dream more, learn more, do more and become more, then you are an excellent leader."  
 Dolly Parton, actress and singer.

At Lendlease, there are many ways to build your Leadership and People Management Skills. We have a number of learning programs, as well as activities and tasks that will help you gain valuable exposure and experience. We also have tools and resources to help you engage a team, set a team strategy and work cohesively as a high performing team.

What can I learn to develop my leadership skills?

Continuous Conversations (digital)  
Engage and Influence Frontline Leader Program  
Leadership Excellence modules  
Managing Poor Performance (digital)  
Our People Survey (digital)  
Our People Survey Dashboard (digital)  
People Pay Performance (digital)  
Situational Leadership (workshops, online and virtual)  
The Art of Feedback (digital)  
The Essentials: Navigating your way as a People Managers at Lendlease (digital and automatically assigned to all new PM/Execs to LL and those who are internally promoted)  
Year End Performance Conversations (digital)

What can I do to develop leadership experience?

Make sure you have set goals and a development plan.  
Ensure to have regular one on one’s with your team.  
Sign up to lead a Community Day project.  
Host a lunch and learn to share your experience with others.  
Utilise our digital platforms to share success stories.  
Consider your external brand and post a story on LinkedIn (refer to our External Communication and Social media policy).  
Connect with a different team in a different area and invite them to your team meetings.  
Encourage and facilitate internal networking opportunities for your team.

What can I do with my team?

Amazing One on One’s  
Customer Immersion canvas  
New Team activity  
Our People Survey Results activity  
Problem Solving activity  
Stakeholder mapping activity  
Team Effectiveness session  
Team Engagement Ideas  
Team Feedback activity : the four Ls  
Team Planning canvas  
Team Strategy on a page  
Team Assessment using Situational Leadership

Where can I get more support?

Diversity and Inclusion  
Employee Assistance Program (including Manager Support Line)  
Performance Conversations  
Recruiting and Onboarding Others  
Workday Learning

Other Resources

Leadership  
Leading Self  
Managing Performance

# Article: KB0018963

|  |  |
| --- | --- |
| Created: | 2025-05-18 19:58:59 |
| Updated: | 2025-05-18 20:53:33 |
| Status: | Published |

## Content

Click here to view the Harassment and Bullying Policy

# Article: KB0019135

|  |  |
| --- | --- |
| Created: | 2025-01-01 18:32:45 |
| Updated: | 2025-01-01 18:39:21 |
| Status: | Published |

## Content

Most Lendlease offices will be closed in observance of public holidays.  
2025 Public Holidays  
Holiday Schedule (Malaysia)

Date

Day

Holiday

01 Jan

Wed

New Year’s Day

29 Jan

Wed

Chinese New Year

30 Jan

Thu

01 Feb

Sat

Federal Territory Day\*

11 Feb

Tue

Thaipusam

18 Mar

Tue

Nuzul Al-Quran

31 Mar

Mon

Hari Raya Aidilfitri

01 Apr

Tue

01 May

Thu

Labour Day

12 May

Mon

Wesak Day

02 Jun

Mon

Agong's Birthday

07 Jun

Sat

Hari Raya Haji

27 Jun

Fri

Awal Muharram

31 Aug

Sun

Merdeka Day

01 Sep

Mon

Merdeka Day Holiday

05 Sep

Fri

Prophet Muhammad's Birthday

16 Sep

Tue

Malaysia Day

20 Oct

Mon

Deepavali

11 Dec

Thu

Sultan of Selangor's Birthday\*\*

25 Dec

Thu

Christmas Day

\* Applicable to Kuala Lumpur employees in Lendlease Projects (M) Sdn. Bhd. and Lendlease Development Malaysia Sdn. Bhd.

\*\* Applicable to Selangor employees in Compass Property Management Sdn. Bhd.

Holiday Schedule (Singapore)

Date

Day

Holiday

01 Jan

Wed

New Year’s Day

29 Jan

Wed

Chinese New Year

30 Jan

Thu

31 Mar

Mon

Hari Raya Puasa

18 Apr

Fri

Good Friday

01 May

Thu

Labour Day

12 May

Mon

Vesak Day

07 Jun

Sat

Hari Raya Haji

09 Aug

Sat

National Day

20 Oct

Mon

Deepavali

25 Dec

Thu

Christmas Day

Holiday Schedule (China)

Festival  
节日

Public Holiday  
法定节假日

Office Closure  
放假时间

Working Days  
调休上班日

New Year's Day  
元旦

01 Jan  
(1 day)

01 Jan

-

Chinese New Year  
春节

28 Jan - 31 Jan  
(4 days)

28 Jan - 04 Feb

26 Jan & 08 Feb

Tomb-Sweeping Festival  
清明节

04 Apr  
(1 day)

04 Apr - 06 Apr

-

International Labor’s Day  
劳动节

01 May - 02 May  
(2 days)

01 May - 05 May

27 Apr

Dragon Boat Festival  
端午节

31 May   
(1 day)

31 May - 02 Jun

-

National Day  
国庆节

01 Oct - 03 Oct  
(3 days)

01 Oct - 08 Oct

28 Sep & 11 Oct

Mid-Autumn Day  
中秋节

06 Oct  
(1 day)

Holiday Schedule (Japan)

Date  
日付

Day  
日

Holiday  
の国民の祝日・休日

01 Jan

Wed

New Year’s Day 元日

13 Jan

Mon

Coming of Age Day 成人の日

11 Feb

Tue

National Foundation Day 建国記念の日

23 Feb

Sun

The Emperor’s Birthday 天皇誕生日

24 Feb

Mon

Substitute Holiday 休日

20 Mar

Thu

Vernal Equinox Day 春分の日

29 Apr

Tue

Shōwa Day 昭和の日

03 May

Sat

Constitution Memorial Day 憲法記念日

04 May

Sun

Greenery Day みどりの日

05 May

Mon

Children’s Day こどもの日

06 May

Tue

Substitute Holiday 休日

21 Jul

Mon

Marine Day 海の日

11 Aug

Mon

Mountain Day 山の日

15 Sep

Mon

Respect for the Aged Day 敬老の日

23 Sep

Tue

Autumnal Equinox Day 秋分の日

13 Oct

Mon

Health and Sports Day スポーツの日

03 Nov

Mon

Culture Day 文化の日

23 Nov

Sun

Labour Thanksgiving Day 勤労感謝の日

24 Nov

Mon

Substitute Holiday 休日

Resources

Singapore Public Holidays Policy

Malaysia Public Holidays Policy

# Article: KB0019150

|  |  |
| --- | --- |
| Created: | 2021-05-08 17:59:23 |
| Updated: | 2024-02-29 00:07:58 |
| Status: | Published |

## Content

If you have a general enquiry, please contact People Connect.

People Connect  
24 hours, Monday to Friday   
Ask People Connect using the button on the right menu  
Phone: Malaysia +603 2385 9911            Singapore 800 1811 071Email: PeopleConnect@lendlease.com

Payroll contact details:

Singapore

Email: Payrollsingapore@lendlease.com

Malaysia  
 Email: Payrollmalaysia@lendlease.com

Alternative: You can raise/check the status of a People & Culture enquiry

Should you need to contact your Strategic Business Partner or Recruitment directly, please use the details below.

Who is my recruitment contact?

Name  
Business  
Telephone  
Mobile

Esther Tan  
Singapore  
+65 6671 6685

Kuang Shee Li  
MalaysiaSingapore  
+65 6671 6735  
+65 97860983

Simren Kaur  
Malaysia  
+60323859818  
+60 12 216 9557

Fauzeyawate Binti Saad  
Malaysia  
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Rona Tao  
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+86 21 6196 2977  
+86 1381 6500 429

Zhao Lu  
China  
+86 21 6196 2928  
+86 1391 6147 033

Yasuhiro Murata  
Japan   
+81 3 6866 5680  
+81 90 8519 1817

Who is my Strategic Business Partner?

Name  
Business Unit  
Telephone  
Mobile

Jacelyn LimSenior Strategic Business Partner  
Singapore  
+65 6671 6777  
+65 94366180

Linda TanSenior Manager, People & Culture  
Singapore   
+65 6671 6600   
+65 93638709

Rona TaoSenior Manager - People & Culture  
China  
+86 21 6196 2977  
+86 1381 6500 429

Lu ZhaoStrategic Business Partner  
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Yasuhiro Murata  Senior Manager, People & Culture  
Japan  
+81 3 6866 5680  
+81 90 8519 1817

# Article: KB0019093

|  |  |
| --- | --- |
| Created: | 2025-01-26 19:10:35 |
| Updated: | 2025-01-26 19:12:57 |
| Status: | Published |

## Content

Lendlease currently runs several key talent programs. While many of them require the business to directly nominate individuals to the programs, Aspire allows individuals to apply for the program. About Aspire Aspire is a 12-month accelerated talent program, aimed to build future leaders who will grow with our organisation. The first stage of the program involves individual assessment to build a ‘leader’ focused development plan. Participants are then given formal learning, development and mentoring opportunities.Approximately 60 individuals are accepted into the program globally. Application Criteria Below are the criteria an employee must meet in order to apply for the program.• You are a permanent employee with Lendlease;• You are an Individual Contributor Level 5 and 6 (IC5, IC6) in our career job framework;• You have worked at Lendlease for a minimum of two years;  • You have consistently achieved high performance ratings;• You are regionally, and ideally globally mobile; and,• You have career aspirations to be a senior leader in one of our revenue generating businesses e.g. PM&C/Construction, Investment Management, Property etc.  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FURTHER RESOURCES  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Article: KB0019096

|  |  |
| --- | --- |
| Created: | 2024-07-12 08:22:42 |
| Updated: | 2024-07-22 21:21:46 |
| Status: | Published |

## Content

Lendlease is a place for growth. We are committed to supporting the ongoing development of our employees.Lendlease will provide education assistance to eligible employees who wish to pursue, at their own initiative, further academic qualifications.

What are the eligibility requirements?  
Permanent full-time and fixed-term employees who meet the criteria below are eligible:- The employee must have completed a minimum of 12 months service.- The employee must have received a performance rating of On Track or Ahead of Track in their most recent performance review.- The proposed course/qualifications must be beneficial to the performance of the employee in their current role and be considered a sound investment for the business as a development requirement for the individual.- Attendance at the course and the required study commitment must not impact on the ability of the employee to fulfil the requirements of their role. - The course must be deemed by Lendlease to be accredited from a reputable institution and lead to a recognised credential/qualification (e.g. diploma, degree, masters etc).Employees must complete the Education Assistance Application Form to obtain the approval from their relevant managers and/or by the relevant Business Unit Head before enrolling and/or attending the course. Note: Eligibility to receive financial education assistance may be forfeited if an employee is subject to performance warnings and/or disciplinary action.The percentage of reimbursement granted will depend on the relevancy of the course/ qualifications to your current role and will not exceed 75% of the total cost. Payment is made upon successful completion of each course (i.e. passing).

How do I apply for education assistance?

PLAN

Read through the Education Assistance Policy and confirm that your proposed course meets the relevant requirements.

PREPARE

Discuss with your manager about your intention to apply for education assistance.

ACT

Once you have obtained your manager’s approval in principle, enter the request in Workday and attach the Education Assistance Form at least one month before the course commencement. You will receive a notification detailing the outcome of your application. If your application is approved, please register for your desired course.Should your education assistance exceed S$5,000/ MYR10,000 you will be provided with a return of service agreement by People Connect. Sign the agreement and email this to People Connect.Singapore employees:   
if you are eligible for funding grants from the Singapore government, you are required to indicate the information under the 'Comments' section. For instance, you may write 'please apply for WDA Training Grant'.

FINALISE

You must pay for your course and any applicable related study expenses up front and retain the original invoice(s).Once you have successfully completed the subject/ course and you can provide documentation to support this, you may apply for reimbursement up to the amount specified in your return of service agreement. If there is a change of course date, course cancellation or you fail to attend the course for any reason, you must inform People Connect.Upon completion of your study, please notify your line manager in writing provide a copy of your certificate (e.g. Masters Certificate) for records.

How do I apply for education assistance reimbursement?

PLAN

Read the Education Assistance Policy including the reimbursement conditions.

PREPARE

Source copies of your invoices and academic transcript (demonstrating that you have passed).

ACT

Submit a claim through Finance, attaching Education Assistance request form, the relevant invoices and academic transcript to show that you have passed the subject/ course.Select study reimbursement as the expense type.Enter the study sponsorship application reference number in the justification field. Please note that a signed return of service agreement must be presented to Finance upon request.Contact Finance if you require assistance.

FINALISE

Once approved you will be reimbursed the relevant amount in the next pay run.

How do I approve Education Assistance? (People Managers only)  
 To view the criteria and entitlement for education assistance, please read the policy in the resources section below.

PREPARE

It is the responsibility of the employee, not the people manager, to initiate a discussion about education assistance. Once you have had this conversation with your employee, organise a follow up meeting to check if all eligibility criteria is met.

ACT

You will need to have a discussion with your own manager to obtain their approval in principle before an application is made.Confirm the decision with your employee and guide them to this section on ServiceNow.You will be able to review and approve or reject the request via Workday.

FINALISE

Your employee will be notified of the outcome. If the approved education assistance exceeds S$5,000/ MYR10,000, your employee will be provided with a return of service agreement. Ensure they have signed and returned the return of service agreement to People Connect.

Resources

Education Assistance Policy

Education Assistance Form

Workday

Examination Leave

Finance Contact Details

# Article: KB0018998

|  |  |
| --- | --- |
| Created: | 2021-05-07 02:39:17 |
| Updated: | 2024-02-29 00:07:59 |
| Status: | Published |

## Content

You can choose to take an Unpaid Personal Leave of Absence (UPLOA) due to personal reasons for more than one month and up to a maximum of six months.For an unpaid leave of absence request of less than 30 days, refer to the Unpaid Short Term Personal Leave of Absence Policy.

What are the eligibility requirements?  
All active, salaried employees scheduled to work 30 or more hours per week.Benefits are not continued during an Unpaid Personal Leave of Absence and COBRA will be offered where eligible.Employees must use all accrued Paid Time Off (PTO) prior to the start of the unpaid personal leave of absence.  
How do I apply?

PLAN

Review the eligibility requirements above.Read through the unpaid personal leave of absence (UPLOA) Policy.

PREPARE

Discuss request for unpaid personal leave of absence with your manager to gain approval to apply for leave at least 30 days prior to the start of the requested leave date.

ACT

Complete the leave of absence request form and enter your leave request in Workday.Your manager will approve through Workday.Send a copy of the completed and approved form to AmerBenefits@lendlease.com

FINALIZE

You will receive an email confirming receipt of your request and notifying if any additional paperwork or information is needed.

Questions regarding an UPLOA  
If you have any questions regarding this benefit please contact People Connect on 866-848-1200 and select option two or ask People Connect online using the button on the top right hand corner of this page.  
Resources

Unpaid Personal Leave of Absence Policy

Paid Time Off Policy

Leave of Absence Request Form

# Article: KB0019140

|  |  |
| --- | --- |
| Created: | 2024-12-26 20:20:06 |
| Updated: | 2024-12-26 20:28:00 |
| Status: | Published |

## Content

Click here to view the Grievance Policy.

# Article: KB0018794

|  |  |
| --- | --- |
| Created: | 2025-03-03 20:17:04 |
| Updated: | 2025-03-03 20:37:19 |
| Status: | Published |

## Content

Please click here to view the policy

# Article: KB0018816

|  |  |
| --- | --- |
| Created: | 2021-05-05 22:40:41 |
| Updated: | 2024-02-29 00:05:35 |
| Status: | Published |

## Content

Americas People & Culture

Approver's name and title:  
Teena HesterHead of People & Culture, Americas

Effective date:  
April 2011

Reviewed date:  
August 2017

Next review date:  
August 2018

PURPOSE Any Salaried employee who is voluntarily or involuntarily on “Active Duty” in the “Uniformed Services” will be granted military leave and reemployment rights for a period of up to 5 years, or longer if required by law, in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended (USERRA).SCOPE Any Salaried employee who is voluntarily or involuntarily on “Active Duty” in the “Uniformed Services”.POLICY Any Salaried employee who is voluntarily or involuntarily on “Active Duty” in the “Uniformed Services” will be granted military leave and reemployment rights for a period of up to 5 years, or longer if required by law, in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended (USERRA). Active Duty includes:

Active duty  
Active duty for training  
Inactive duty training  
Absence from work for an examination to determine a person(s) fitness for any of the above types of duty funeral honors duty performed by National Guard or reserve members  
Service as an intermittent disaster-response appointee upon activation of the National Disaster Medical System (NDMS), or authorized training for same

Uniformed Services includes:

United States Army  
United States Air Force  
United States Marine Corps  
United States Coast Guard  
Army and Air National Guard  
National Guard duty under federal statute  
Public Health Service Commissioned Corps  
State-organized militia, if required by state law

Non-Discrimination No employee or prospective employee will be subjected to any form of employment discrimination or retaliation based on performing Active Duty in the Uniformed Services.Notification of Leave When scheduling military leave, employees should provide their Department Heads with a copy of their military orders.  Employees should notify their Department Heads of any such obligations as far in advance as possible so that arrangements can be made.  Employees will need to complete the Leave of Absence Request form and submit it to the Benefits Department along with a copy of the military orders.Paid Leave Basic Military Pay If, at the time the employee requests military leave, the employee’s military leave for Active Duty in the Uniformed Services is formally scheduled for a period of 2 weeks or less at the time the employee requests the military leave, then the employee is eligible for continuation of the employee’s full base pay, less any deductions required by applicable law, during the leave for a maximum of 2 weeks per calendar year.  A maximum of 2 weeks of this “basic military pay” will be paid for one military leave, even if an employee’s military leave extends into a second calendar year; and for this purpose only, two or more separate military leaves that commence within the same calendar year will be considered a single military leave.Supplemental Military Pay If, at the time the employee requests military leave, the employee’s military leave for Active Duty in the Uniformed Services is formally scheduled for a period that is more than 2 weeks, then Lendlease will pay the employee supplemental military pay as a supplement to the employee’s Military Pay.  The period covered by this supplemental military pay will start at the beginning of week 3, and will end 18 months following the date the employee’s leave began or, if earlier, on the date the employee is no longer on military leave for Active Duty in the Uniformed Services.Supplemental military pay is the pay added to the employee’s Military Pay to maintain the normal base pay that the employee was receiving from Lendlease just prior to the leave.  The amount of this “supplemental military pay” will be the employee’s normal base pay from Lendlease at the time the leave begins, less any deductions required by applicable law, and less Military Pay received by the employee.

“Military Pay” is defined as an employee’s base pay from the Uniformed Services plus any allowances for longevity, ratings, special qualifications or hazardous duty.  It does not include subsistence, quarters, travel or uniform allowances.  
An employee will provide written evidence satisfactory to Lendlease on a regular basis of the amount of Military Pay received.   
Lendlease will pay supplemental military pay in the same manner and on the same schedule as pay for a similarly-situated active employee, commencing with the applicable payroll date immediately following the date the employee’s leave begins.  However, supplemental military pay will not begin until Lendlease receives satisfactory evidence of the amount of the employee’s payments of military pay and military orders, and payment of any amounts that otherwise would have been paid under this policy before that information is delivered (if that information had been provided timely) will be delayed until Lendlease receives such evidence at which time all such missed payments will be paid in a lump sum; provided, to the extent necessary to satisfy Section 409A of the Internal Revenue Code with respect to any amounts subject to that section, all or a part of such missed payments will be forfeited.

Employees on Military Leave at Effective Date of this Policy Any employee who currently is on Active Duty in the Uniformed Services as of the effective date of this policy will be paid the amount due under this policy as if this policy had been in effect on the date the employee’s Active Duty in the Uniformed Services began.  Payment to any such employee will begin 30 days after the effective date of this policy; however, any payments that would have been due before that commencement date will be paid in a single lump sum 30 days after the effective date of this policy.Application for Reemployment As consideration for providing an employee with this supplemental military pay and the subsidized group health benefits (as described below), Lendlease expects an employee who receives this pay and these benefits to apply for reemployment when his or her military leave ends.Employment Status While on Military Leave An employee receiving supplemental military pay will be placed on “paid military leave of absence greater than 2 weeks” status.  This status in the payroll system will not exceed 18 months.  If an employee’s military leave extends beyond the 18-month period, the employee’s status will be changed to “unpaid leave of absence” status in the payroll system for the remainder of the period during which the employee remains on military leave but not longer than the remainder of the period during which he has reemployment rights required by USERRA (generally 5 years).  If the employee does not return to employment by the applicable deadline provided under the section “Application for Reemployment” below, the employee’s status will be changed to “terminated”, and the employee will have no further reemployment rights. Benefits Change in Status An employee commencing or returning from military leave experiences a change in status and can change his or her elections regarding health and welfare benefits, as permitted under Lendlease’s cafeteria plan documents.During First 30 Days of Military Leave Lendlease will continue all health and welfare benefits for an employee and the employee’s covered dependents based on the same terms and conditions as regular active employees until through the last day of the month coincident with or following the 30th day of the military leave.After First 30 Days of Military Leave (“extended military leave”)Health Benefits The employee, employee’s covered spouse/domestic partner and/or dependents may elect to continue their group health benefits (i.e., medical, dental, vision and EAP coverage) for up to 24 months after these benefits otherwise end, as provided in the prior paragraph.  This coverage is available under both USERRA and COBRA, and the coverage under each will run concurrently.  The employee, the employee’s covered spouse/domestic partner and/or dependents will receive a notice of the opportunity to elect to continue their group health benefits from the COBRA Administrator for the group health benefits.  If the employee, the employee’s covered spouse/domestic partner and/or dependents wish to continue their group health benefits, they will need to elect the coverage by completing an election form and returning it to the COBRA Administrator.The cost of this coverage during the initial 18 months of continuation coverage (or if shorter, the period during which the employee is on military leave for Active Duty in the Uniformed Services) will be the rate paid by similarly-situated active employees for the cost of group health benefits.  For the remaining period of continuation coverage, the cost will be 102% of the total cost of coverage, including both Lendlease’s cost and the employee’s cost.  The payments will be made on an after-tax basis by sending a monthly check to the COBRA Administrator.  The group health benefits will terminate if the payments are not made in a timely manner.Health Care Spending Account A covered employee and his or her spouse and dependents may continue participation in the health care spending account plan for up to 24 months.  This coverage is available under both USERRA and COBRA, and the coverage under each will run concurrently.  The same procedures for electing and paying for the health benefits apply for the continuation of the health care spending account plan, and the payments will be made on an after-tax basis.Dependent Care Spending Account An employee on extended military leave may not make contributions to the Lendlease dependent care spending account plan but may continue to be reimbursed for contributions made to that plan before his extended military leave period, as permitted and limited by the terms of that plan. Other Welfare Benefits Life insurance, AD&D insurance, long term disability insurance, and short term disability insurance provided by Lendlease will be continued at Lendlease’s expense for a period of 12 weeks after the commencement of the employee’s military leave, unless continuation for a longer period is required by state law.  These insured benefits are subject to any exclusions or limitations under the terms of the insurance policies and contracts.Availability of Accrued Time Off An employee on military leave may cash out accrued PTO at any time while on paid or unpaid military leave, at his or her sole election.Other Benefit Accruals An employee will not accrue PTO while on extended military leave.Retirement Plan Benefits An employee’s salary deferrals to the 401(k) plan will end when the employee begins a military leave for a period that is formally scheduled for longer than 2 weeks.  However, an employee with an account in the 401(k) plan may take a loan from the plan while he or she is on military leave.  If an employee has an outstanding participant loan under the 401(k) plan, he or she may continue to make loan payments or may elect for the loan to be held in suspense while he or she is on military leave.  While suspended, the loan will continue to bear interest at the lesser of (i) the rate set under the 401(k) plan, or (ii) the rate specified under the Soldiers’ and Sailors’ Relief Act (currently 6%).  At the end of the military leave, the loan will be reamortized, and loan payments must recommence.  Beginning in 2009, to the extent permitted under the 401(k) plan and applicable law, an employee may take a distribution from the 401(k) plan while on military leave. The 401(k) plan and the plan’s loan policy statement provide more detailed terms that control. Reemployment Upon an employee's timely application for reemployment, and depending upon the employee’s period of military service, an employee will be reinstated to employment as described in this section. Retirement Plan Benefits An employee, who becomes reemployed after his or her military leave and who is a participant in the 401(k) plan, will be credited for purposes of eligibility and vesting for the time spent in military service and will be treated as not having incurred a break in service.  Immediately upon reemployment, the employee may, at the employee’s election, make any or all employee contributions (and receive in his or her account any associated Lendlease matching contributions) that the employee would have been eligible to make (or receive) had employment not been interrupted by military service.  The time after reemployment allowed for making up missed contributions cannot exceed the lesser of three times the length of military leave or 5 years.  Upon reemployment, an employee will receive all other company contributions that would have been made to the plan had the employee not taken military leave.  The 401(k) plan provides more detailed terms that control.Welfare Benefits If any of the employee’s welfare benefits terminated during the employee’s leave, the employee may start participating in the welfare benefits upon reemployment without a waiting period and without exclusions, except as permitted under USERRA.Less than 91 Days of Military Service If the employee returns to employment with Lendlease after a period of service in the Uniformed Services of less than 91 days, the employee will be reinstated:  
In a position that the employee would have attained if employment had not been interrupted by military service; or  
If found not qualified for such position after reasonable efforts by Lendlease, in the position in which the employee had been employed prior to military service.  
More than 90 Days and Less than 5 Years of Military ServiceIf the employee returns to employment with Lendlease after a period of service in the Uniformed Services of more than 90 days and less than 5 years, the employee will be reinstated:  
In a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or  
If found not qualified after reasonable efforts by Lendlease, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.  
An Employee with a Service-Connected Disability If after reasonable accommodation efforts by Lendlease an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in:Any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by  Lendlease; orIf no such position exists, in any other position that is the nearest approximation to the employee’s position before the military service.Exceptions to Reemployment In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:Lendlease’s circumstances have so changed as to make reemployment impossible or unreasonable.The employee's employment prior to the military service was merely for a brief, non-recurrent period, and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.The employee did not receive an honourable discharge from military serviceApplication for Reemployment An employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit an application for reemployment according to the following schedule, unless the employee has different rights pursuant to applicable state law:

Time or Reason Away from Lendlease

Report to Work/Job Protection

Less than 31 days

Employee must report to Lendlease at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of 8 hours after time for safe transportation back to residence.

More than 30 days, but less than 181 days

Employee must apply for reemployment with Lendlease within 14 days after the end of the service, providing that it is not impossible due to events beyond your control.  
Employee will be granted protection against discharge by Lendlease for up to 6 months after employee’s return to employment.

Over 180 days

Employee must apply for reemployment with Lendlease no later than 90 days after completion of service.  
Employee will be granted protection against discharge by Lendlease for up to 1 year after employee’s return to employment.  
If the employee is hospitalized or convalescing from a service-connected injury, the employee must submit an application for reemployment with People & Culture no later than 2 years following completion of service.

Hospitalized or Convalescing from Service-Connected Injury

Employee must submit an application for reemployment with Lendlease no later than 2 years following completion of service.

Access more information on the processes and procedures for Military Leave

# Article: KB0019151

|  |  |
| --- | --- |
| Created: | 2025-05-05 20:14:49 |
| Updated: | 2025-05-05 20:24:48 |
| Status: | Published |

## Content

If you have a general People & Culture enquiry, please contact People Connect.

People Connect24 hours, Monday to FridayAsk People Connect using the button on the right menuPhone: 1800 554 044Email: PeopleConnect@lendlease.com  
Click here to raise/check the status of a People & Culture enquiry

Payroll details:

Services  
Wages (Weekly)   
Payroll.weekly@lendlease.com

Salaried (Monthly)   
Payroll.Admin@lendlease.com

Lendlease Businesses

payteamAU@lendlease.com

# Article: KB0019152

|  |  |
| --- | --- |
| Created: | 2024-12-19 08:07:46 |
| Updated: | 2024-12-19 08:11:03 |
| Status: | Published |

## Content

If you have a general People & Culture enquiry, please contact People Connect.

People Connect24 hours, Monday to FridayAsk People Connect using the button on the right menuPhone: +44 (0) 20 8271 8444Email: PeopleConnect@lendlease.com  
Click here to raise/check the status of a People & Culture enquiry

Payroll details:  
 Any enquiries should be raised with People Connect who will contact payroll if required

Payroll email address  
PayrollUK@lendlease.com

Bernadette McCormack, Payroll Manager   
07710 303942

Zoe Arnott, Payroll Officer  
07834 181370

Should you need to contact your Strategic Business Partner or Recruitment directly, please use the details below.

Who is my recruitment contact?

Email: resourcing.europe@lendlease.comPhone: 020 3430 9143

Who is my Strategic Business Partner?

Please email: peoplecultureeurope@lendlease.com

# Article: KB0020385

|  |  |
| --- | --- |
| Created: | 2024-11-14 01:15:48 |
| Updated: | 2024-11-14 01:22:54 |
| Status: | Published |

## Content

Limitations now apply in Australia when engaging employees on a fixed term contract.  It is important for our business to comply with these changes.

Limitations on using fixed term contracts  
In Australia, from 6 December 2023, there are rules (called limitations) about using fixed term contracts after this date. These limitations relate to:

How long a fixed term contract can be (no longer than 2 years, including extensions and renewals)   
Renewing a fixed term contract, including how many times a contract can be renewed (1 renewal only, and within the 2-year limitation)  
Employing a person on consecutive contracts

Employers will also be required to provide new fixed term employees with a Fixed Term Contract Information Statement from the Fair Work Ombudsman.   
For fixed term contracts entered into before 6 December 2023, the limitations don’t apply, however that contract will need to be considered when applying the consecutive contracts limitation or extending or renewing the contract.

The new restrictions will not apply where a fixed-term contract:

is for the performance only of a distinct and identifiable task using specialised skills;   
relates to a training agreement (i.e. apprenticeship or traineeship);   
relates to an employee earning more than the high-income threshold (currently $167,500 per annum full-time (noting this figure is adjusted annually on 1 July each year));   
is for the undertaking of essential work during a peak demand period;   
is for the undertaking of work during emergency circumstances or during a temporary absence of another employee (e.g. a parental leave backfill);   
falls under prescribed government funding exceptions;   
relates to a governance position that has a time limit under the governing rules of a corporation or association of persons; or   
where a modern award permits the term.

Contact your People & Culture Business Partner, should you wish to seek clarification on whether these limitations apply.

RESOURCES  
 Secure Jobs Better Pay (FTC Change) Fact Sheet (General)  
 Fixed Term Contract Statement

# Article: KB0018854

|  |  |
| --- | --- |
| Created: | 2025-03-24 00:28:31 |
| Updated: | 2025-03-24 01:00:02 |
| Status: | Published |

## Content

Our Philosophy

The Lendlease recruitment and selection philosophy is based on recruiting, developing and promoting outstanding people.  
Our high level recruitment process has four stages.

Job Requisition  
Interviewing and offer management  
Onboarding and induction  
Probation (not required for US employees)

Please see below for the relevant recruitment policies.

Global Policies

Global Recruitment Policy

Diversity and Inclusion Policy

Mobility Policy

Equal Opportunities Policy

Employment Screening Policy

Americas Policies

Employee Referral Program

Asia Policies

Singapore Employee Referral Program

Malaysia Employee Referral Program

Australia Policies

Employee Referral Program

Domestic Mobility Permanent Relocation Policy

Domestic Mobility Temporary Relocation Policy

Europe Policies

Employee Referral Programme

# Article: KB0018962

|  |  |
| --- | --- |
| Created: | 2025-04-22 03:49:02 |
| Updated: | 2025-04-29 18:11:14 |
| Status: | Published |

## Content

Click here to view the Wellbeing Leave (Australia) Policy

# Article: KB0019021

|  |  |
| --- | --- |
| Created: | 2021-05-08 19:19:30 |
| Updated: | 2024-02-29 00:07:59 |
| Status: | Published |

## Content

Lendlease is committed to enabling summoned employees to perform jury service and/or to attend any court as a witness.

What are the eligibility requirements?  
Permanent and fixed-term employees of Lendlease are eligible.This benefit may not apply to employees bound by an operative enterprise agreement. Where you are employed under the terms and conditions of an operative enterprise agreement with a Lendlease group company, please refer to the relevant agreement for specific details of policies and benefits that apply to you.Employees required to attend jury service and/or to attend court as a witness will be paid their normal salary provided that all jury fees, with the exception of travel or food allowances, are remitted to the company.  
How do I apply?

PLAN

As soon as you receive your court summons to attend jury service or act as a witness, notify your manager.

PREPARE

Keep your manager informed of any important information such as the estimated length of the trial.

ACT

On completion of your jury service, submit a leave request Workday.Provide your manager with a copy of the court summons and the certificate of attendance confirming any payment received.

FINALISE

Ensure you have provided all required paperwork and your manager has approved the leave.

Resources

Jury Service Leave Policy

Workday

# Article: KB0019008

|  |  |
| --- | --- |
| Created: | 2021-05-07 07:21:51 |
| Updated: | 2024-02-29 00:08:00 |
| Status: | Published |

## Content

National Service (NS) leave is a leave of absence granted to support male employees who are required to report for NS call-up, in accordance with the Enlistment Act.

What are the eligibility requirements?  
All male employees called up for NS activities are eligible.  
What steps do I need to take if I have been called up?

PLAN

Read through the National Service Leave Policy.

PREPARE

Inform your manager of your National Service (NS) leave upon receipt of the SAF-100.

ACT

At least one month prior to the commencement of the leave, submit an application in Workday via the Absence worklet and attach the SAF 100.

FINALISE

Your manager will review the application and you will be notified via Workday of the outcome.For any NS leave that is more than half a day, payroll will submit a Make-Up Pay Claim to the relevant authorities and adjust your remuneration in the same month that the NS leave takes place.You will be reimbursed by the relevant authority once the claim is processed and approved.

What happens if I need to defer the call-up?

PLAN

Read through the National Service Leave Policy

PREPARE

Inform your manager of your National Service (NS) leave and your need to defer.Your manager will contact People Connect at least two weeks prior to the NS call-up to obtain a company letter to support your deferment application.

ACT

Upon receipt of the letter, login to MyDeferment via the NS Portal and apply for deferment online.

FINALISE

Inform People Connect of the outcome of your deferment application as soon as you receive confirmation.

Resources

National Service Leave Policy

National Service Portal

Workday

# Article: KB0019081

|  |  |
| --- | --- |
| Created: | 2021-05-05 18:15:33 |
| Updated: | 2024-02-29 00:08:00 |
| Status: | Published |

## Content

Lendlease is committed to help employees realise their true potential and achieve their ultimate ambitions.  We aim to ensure all existing employees (and potential employees) have fair and consistent access to opportunities at Lendlease.  The principles underpinning the recruitment and selection process at Lendlease are therefore those of merit, fairness, equal employment opportunity and the optimisation of career prospects.In line with our philosophy, we encourage employees to apply for any job vacancy that matches your talents and aspirations.

How do I apply for an internal role?

PLAN

Review your development plan and the current vacancies on Workday.Discuss your career aspirations with your manager and the opportunities you are looking for to build your knowledge and skills.

PREPARE

Update your resume.

ACT

After your discussion with your manager, you may apply online for the internally advertised role. All applications will be held in the strictest confidence and every assistance will be offered to help you prepare for the process.The resourcing team will review your application against the role’s requirements. Existing employees are given priority consideration for all vacancies.The resourcing team will contact you regarding next steps, which could include a telephone interview or face to face interview. Upon request, we would provide you with detailed feedback after the interviews.

FINALISE

If you are selected for a position, a transition time will be worked out between your current manager and new manager.  Any changes in job title or compensation for the new role will be reviewed and applied.

Resources

Workday

Group Recruitment Policy

Group Equal Opportunities Policy

# Article: KB0018761

|  |  |
| --- | --- |
| Created: | 2021-05-03 03:05:31 |
| Updated: | 2024-02-29 00:08:00 |
| Status: | Published |

## Content

Preference is an online portal for all your benefit needs. Whether you want to pay into a pension, dine out for less or keep on top of your fitness, there is something here for you.   
You can change your Preference choices during annual renewal in March each year or change your level of cover if you have a qualifying lifestyle event.   
You can also access the following benefits on demand anytime:   
• Charitable Giving• Gym Membership• Cycle to Work• Pension Contribution Flexibility• Restaurant Discount Card• Travel Accounts• Eye Care Voucher  
That means they’re available to add to your very own benefits mix all year-round.

Resources

Preference website

Lifestyle Matrix

# Article: KB0018971

|  |  |
| --- | --- |
| Created: | 2021-05-04 20:16:13 |
| Updated: | 2024-02-29 00:05:35 |
| Status: | Published |

## Content

In the normal course of business there are likely to be changes within your team. Whether this is due to a team restructure or an employee changing their working hours we need to make sure that the change is managed in a structured way. As a people manager you might initiate a job change to:

Restructure your team;  
Transfer an existing Lendlease employee into your team and/or;   
Update a team member’s terms and conditions.

The job change process is managed in Workday. Once the process has been completed, updates will be made to the employee's records.The Job Change FAQs will help guide you through this process, if you cannot find the information you need here please contact People Connect.  
What are the types of Job Change?

Transfer

The employee makes a permanent move to a new role. Typically, the employee will move teams and may move departments, business unit or to a different  Lendlease company. The employee may also have changes made to their role, compensation, manager and working hours.

Temporary Assignment

The employee is temporarily assigned to a role for a fixed period of time. This assumes that the employee will return to their permanent role after the fixed period.

Promotion

The employee accepts a permanent promotion which typically has a new position description. The employee may also have changes made to their organisation  details, location,  compensation, manager, or working hours.

Out of Cycle compensation or working hours change

Permanent change(s) are being made to an employee’s compensation or working hours. No changes are made to the employee’s position description, organisation or location.

Fixed Term Employee contract extension

The employee working on a fixed-term contract has their contract end date extended.

Manager Change

A simple change to the people manager. Current terms and conditions do not change.

Return from extended leave

The employee is returning from a period of extended leave for example parental leave.

# Article: KB0018750

|  |  |
| --- | --- |
| Created: | 2021-05-07 06:44:02 |
| Updated: | 2024-02-29 00:08:01 |
| Status: | Published |

## Content

Our scheduled pay days in Asia are:• Singapore – 21st calendar day of each month• Malaysia – 28th calendar day of each monthYour monthly salary will be paid on or before the scheduled pay day into the bank account of your choice. If this date falls on a weekend or public holiday, payday will be on the earliest previous working day to the pay day.Please note that you may only deposit your salary into one bank account.

How do I access my payslip?  
You can access your payslips via Pay > Payslips in Workday. For further details on payslips, please refer to the user guide available on the system.  
How do I change my bank details?  
If you wish to amend your payroll details, please follow the instructions on the Manage My Details page.  
How do I claim for overtime in Singapore?  
Permanent full-time, fixed-term contract full-time and part-time employees employed in Singapore on local terms who are covered under Part IV of the Employment Act, are eligible for overtime claims.Refer to the Singapore Overtime Claim Policy for eligibility and details.  
Resources

Overtime Claim Policy - Singapore

Overtime Claim Form

Manage My Details page

Bonus Information

# Article: KB0020403

|  |  |
| --- | --- |
| Created: | 2024-12-03 01:31:41 |
| Updated: | 2024-12-03 01:41:45 |
| Status: | Published |

## Content

The Lendlease talent review process provides us with a consistent way to talk about our internal talent – whether this is with your peers, management, or across businesses and regions.  This provides greater career progression and development opportunities for our people and helps Lendlease to ensure we have the right people ready for business-critical roles.

For you as a manager, our talent review process helps you identify the strengths and weaknesses of your team’s capability. It provides you with insights on opportunity, readiness and priorities for people development.

Simplified Talent Assessment for our Emerging Talent

In FY24 we have introduced a simplified approach for assessing talent at IC4-6 and PM1-2 (or what we call the “emerging” population).  In this process we ask people managers to assess each of their team members in two ways – potential and performance over time – which combine to give us an overall talent rating.

Managers will complete this task using a simple drag-and-drop tool in Workday.

Step 1: assess performance over time.

Review historical performance ratings for your team member over the past few years.  Have they consistently been rating Ahead of Track, On Track, or Behind Track?  (Click here for more information on our performance framework.)

Step 2: assess potential.

Potential is based on the five dimensions of learning agility: mental agility, people agility, change agility, results agility, and self-awareness.  After considering each agility, determine whether your team member’s potential is stable, growth, or high.  (You can read more about each learning agility in this guide.)

Step 3: provide the overall talent rating.

Using your assessments of performance over time and potential, assign your team member one of the 9 talent ratings according to the Lendlease 9-box talent grid.  (Review definitions for each of the talent ratings in this guide.)

People Manager Resources

Manager Guide for Assessing Talent – Emerging Population   
Key Concepts Explained – Performance, Potential, and Talent Ratings   
Quick Fact Guide – Completing Emerging Talent Assessment in Workday

For more information about the Talent Review for the senior population please click here.

For more information about the Lendlease performance framework please click here.

# Article: KB0018911

|  |  |
| --- | --- |
| Created: | 2025-05-18 20:05:49 |
| Updated: | 2025-05-18 20:54:35 |
| Status: | Published |

## Content

Click here to view the Employee Referral Policy

# Article: KB0018949

|  |  |
| --- | --- |
| Created: | 2025-04-25 02:21:30 |
| Updated: | 2025-04-29 17:59:07 |
| Status: | Published |

## Content

Click here to view the Emergency Leave Policy

# Article: KB0018952

|  |  |
| --- | --- |
| Created: | 2024-12-08 21:02:20 |
| Updated: | 2024-12-08 23:51:43 |
| Status: | Published |

## Content

Click here to view the Family and Domestic Violence policy.

# Article: KB0018786

|  |  |
| --- | --- |
| Created: | 2024-07-23 22:51:28 |
| Updated: | 2024-07-23 23:05:24 |
| Status: | Published |

## Content

At Lendlease we offer a number of employee benefits to support you in discovering your potential and building a future with us. If you are looking to finance a motor vehicle to support your transport requirements, Lendlease provides the option of salary packaging a novated lease.

Novated Lease  
A novated lease is a three-way agreement between an employee, Lendlease and a fleet provider whereby:   
- An employee leases a vehicle (held in the individual’s name) directly from the fleet provider, lease expenses are deducted directly from employee's salary; - The lease repayments costs are paid by Lendlease to the fleet provider whilst the employee is working at Lendlease; and,- Any associated Fringe Benefits Tax (FBT) liability will also be deducted from the employee's salary.

What are the eligibility requirements for a novated lease?  
Permanent full-time, permanent part-time and fixed-term\* employees may be eligible to salary package a motor vehicle of their choice through a novated lease agreement.\*A fixed-term employee’s remaining contract duration must be equal to or greater than the lease contract period.Individuals employed under the terms and conditions of an operative enterprise agreement with a Lendlease group company, should refer to the relevant enterprise agreement to determine if this policy applies to you.  
How do I apply for a novated lease?

PLAN

Read through the Novated Lease Policy.

PREPARE

Review the novated lease brochure from SG Fleet as below.

ACT

Contact SG Fleet (as below) and obtain the relevant paperwork SG Fleet AustraliaPhone: 1800 743 262Email: novatedsales@sgfleet.comWebsite: www.sgfleet.comComplete and send the Novated Lease Acknowledgement Form with the quotation from SG Fleet to the Australian Payroll Team via email PayteamAU@Lendlease.comPayroll will then sign and send the paperwork to the novated lease provider.

FINALISE

The vehicle will be delivered to you and payroll will be notified. Payroll will then deduct the relevant amount from your pay in the next available pay run.

Resources

Novated Lease Policy

Novated Lease Acknowledgement Form

SG Fleet Novated Lease Brochure

Salary Sacrifice - Quick Fact Guide

# Article: KB0018753

|  |  |
| --- | --- |
| Created: | 2021-05-09 00:31:25 |
| Updated: | 2024-02-29 00:08:02 |
| Status: | Published |

## Content

Lendlease is committed to supporting the ongoing education of our employees. Education support is provided to eligible employees who wish to pursue further academic qualifications at their own initiative in the form of financial and/or time off work for study leave.   
Investment in education ensures we can attract, retain and develop employees; continually build employee capability to deliver on our business strategy; and ensure the future leadership of the business.

What are the eligibility requirements?  
All permanent employees who have been employed continuously for at least 26 weeks are eligible to submit a request.The following will be taken into consideration when approving the employee’s request:- The external study’s ability to develop skills and knowledge which can be used in the employee’s current role.- Whether the external study has been identified in the employee’s individual development plan or leadership development plan.- Whether the selected course leads to a recognised qualification.- The cost of the course.  Where a new employee commenced their study with a previous employer, consideration may be given to supporting continuous study in the financial year following commencing of employment based on the criteria above. There may be a tax implication for the employee and they should refer to the HMRC.  There may also be exemptions for Association of Charted Certified Accountants (ACCA), Charted Institute of Management Accountants (CIMA), Association of Accounting Technicians (AAT) or equivalent finance courses where support may be given to employees who have worked for Lendlease for less than two years.  Postgraduate education  For new study, the employee must have worked for Lendlease for at least two years at the commencement of the course.  Employees who have already received support from Lendlease to study for a first degree will not be considered for further support on a course leading to a postgraduate qualification until two years after graduating with their first degree.  There must be a period of at least two years between completion of one postgraduate qualification and the commencement of another, unless the course is a natural progression e.g.: Graduate Certificate in Management and Postgraduate Diploma in Management.The percentage of reimbursement granted will depend on the relevancy of the course or qualifications relating to the employee’s current role.Eligibility to receive financial education assistance may be forfeited if any employee is subject to performance warnings and/or disciplinary action.   
How do I apply?

PLAN

Check if your current or proposed course meets the eligibility requirements Read our external study and study leave policy & procedure

PREPARE

Speak to your manager about your intention to study or studies you are undertaking

ACT

Once you have obtained your manager’s approval in principle, download and complete the Education Assistance Application Form and apply using the benefits worklet in Workday.If successful, you will receive an inbox task through Workday with your confirmation letter attached.If your application is unsuccessful, you will receive a notification via Workday.

FINALISE

You will receive a notification confirming if your application has been approved or denied.

Can I seek reimbursement?  
Refer to the external study and study leave policy & procedure on the reimbursement and pay back clause.  
Who can I contact regarding the benefit?  
If you have any questions on this benefit please call People Connect on 020 8271 8444 and select option two or ask People Connect online using the button on the top right hand corner of this page.  Please email eFinance if you need assistance with submitting your reimbursement claim.  
How do I approve Education Assistance? (People Managers only)  
To view the criteria and entitlement relating to education assistance, please access the relevant policy located in the resources section below.

PREPARE

It is the responsibility of the employee, not the people manager, to initiate a discussion about education assistance. Once you have had this conversation with your employee, organise a follow up meeting to check if all eligibility criteria is met.

ACT

Education Assistance requires two levels of approval. Have a discussion with your own manager to obtain their approval in principle before an application is made.Discuss the request with the Business Unit/ Function Head to agree if the request should be approved.Confirm the decision with your employee and guide them to this section on the ServiceNow.Review and approve or reject the request via Workday.

FINALISE

Your employee will be notified in writing of the outcome.

Resources

External Study and Study Leave Policy & Procedure

Individual Development Plan/Leadership Development Plan

eFinance

Education Assistance Form

# Article: KB0018895

|  |  |
| --- | --- |
| Created: | 2024-06-28 13:07:26 |
| Updated: | 2024-06-30 19:13:21 |
| Status: | Published |

## Content

Click here to view the Employee Referral Policy

# Article: KB0019043

|  |  |
| --- | --- |
| Created: | 2025-03-12 03:45:37 |
| Updated: | 2025-03-12 03:47:25 |
| Status: | Published |

## Content

Click here to view the Sabbatical Leave policy

# Article: KB0018885

|  |  |
| --- | --- |
| Created: | 2025-04-22 00:00:05 |
| Updated: | 2025-04-29 18:11:24 |
| Status: | Published |

## Content

Click here to view the Annual Leave Policy

# Article: KB0018735

|  |  |
| --- | --- |
| Created: | 2021-05-07 02:16:02 |
| Updated: | 2024-02-29 00:08:02 |
| Status: | Published |

## Content

Out of Town Living (OTL) Allowance is available if you are requested by our business to be on an out-of-town job assignment temporarily relocating you away from your permanent tax home for a period of 90 days or more while on business.

What are the eligibility requirements?  
All allowances must be approved in advance through Workday for either a short-term or long-term assignment. Any changes to the authorization form, after approval has been obtained, will require additional approvals. No commitment should be made to an employee or new hire until approvals have been obtained.  Short-term assignment If an employee’s assignment is expected to last 12 months or less, living expenses are not considered taxable income and therefore they would be eligible to receive a ’non-taxable’ OTL allowance.  Long-term assignment If an employee’s assignment is expected to last longer than 12 months, living expenses are considered taxable income and the employee would receive a “taxable” OTL allowance. Assignments too short for OTL allowances Typically an assignment of 90 days or less would not allow for an apartment lease to be established, so the assignment must instead be handled by expenses through accounts payable.  A new Out-of-Town Living Allowance Authorization Form must be completed by the receiving manager each time an employee moves to a new OTL location or begins a new OTL assignment.  
How do I apply?

PLAN

Review the eligibility requirements.Read through the out of town living allowance policy.

ACT

Contact your manager, Strategic Business Partner or mobility specialist to discuss your request.

FINALIZE

Your manager will complete and submit a Workday request with the completed OTL allowance authorization form.An assignment letter will be issued indicating the details of the assignment, including length and amount of monthly OTL.

Resources

Out of Town Living Allowance Policy

OTL Allowance Authorization Form

Declaration of OTL Benefits

Strategic Business Partner/Mobility Specialist

# Article: KB0019090

|  |  |
| --- | --- |
| Created: | 2025-01-20 08:39:56 |
| Updated: | 2025-01-20 17:01:31 |
| Status: | Published |

## Content

We are committed to investing in you and helping you to develop your career with us.  
We recognise that for Lendlease to achieve our vision ‘To Create the Best Places’, we need to have the best people and provide the best possible learning and development opportunities.

How can I learn and develop at Lendlease?  
At Lendlease we encourage you to take ownership of your development by thinking of the many different ways in which you can gain knowledge, learn skills and remain curious.  Consider different EXPERIENCES, or ways you can gain EXPOSURE through your networks to different tasks or teams, or think about the formal EDUCATION you might wish to pursue.  
Resources

Workday Learning

Development Planning through Experience, Exposure and Education

Mentoring at Lendlease Toolkit

Learning and Development Brochure Flipping Book - EUROPE

Learning and Development Brochure - EUROPE

# Article: KB0019973

|  |  |
| --- | --- |
| Created: | 2025-04-20 21:19:59 |
| Updated: | 2025-04-27 18:18:31 |
| Status: | Published |

## Content

My Pay - Casuals

Kronos UKG self-service is our new timesheet entry and approval system   
Use the desktop app to enter, submit, review, and approve electronic timesheets, or you can use the mobile app to enter, review and approve timesheets on the go.  
Below you will find self-help, learning materials and directions to get help if you need it.

Who to go to for help?

Access Kronos

Click the logo below to access Kronos

Quick Reference Guides & Forms

A range of guides have been developed to help support you using Kronos  
Quick Facts Install the Kronos AppQuick Facts Kronos Rollout FAQs  
Employee Guides  
Entering Time and Approving a Timecard (Mobile)Entering Start and End Times on a Timecard (PC)  
Manager Guides  
Introduction & Navigation (PC)Adding Pay Codes, Work Rules and Labor Accounts (PC)Adding Pay Codes, Work Rules and Labor Accounts (Mobile)Managing Exceptions and Approving Timecards (Mobile) Pay Code and Work Rule Cheat Sheet (PC and Mobile)Managing Historical Corrections (PC)Approving Timecards (PC)Approving Overtime (PC)Managing Exceptions (PC)Payroll and Kronos User Profile Form

How to videos

For Employees  
Entering Start and End Times (PC)Adding a Comment (PC)Approving a Timecard (PC)Adding a Punch (Mobile)Entering Times on a Timecard (Mobile)  Approving a Timecard (Mobile)  
For Managers  
Adding a Work Rule (PC)Approving Overtime (PC)Approving a Timecard (PC)Adding a Work Rule Transfer (Mobile)Approving a Timecard (Mobile)Understanding Alerts on a Timecard (Mobile)

Training Videos

For Employees  
Kronos Online Training - Employee Session Recording  
 For Managers  
Kronos Online Training - Manager Session Recording

# Article: KB0018883

|  |  |
| --- | --- |
| Created: | 2025-05-18 20:04:41 |
| Updated: | 2025-05-18 20:53:55 |
| Status: | Published |

## Content

Click here to view the Medical Leave Policy

# Article: KB0018884

|  |  |
| --- | --- |
| Created: | 2025-05-05 20:18:36 |
| Updated: | 2025-05-05 21:35:56 |
| Status: | Published |

## Content

Click here to view the Wellbeing Leave Policy

# Article: KB0018782

|  |  |
| --- | --- |
| Created: | 2025-04-11 05:21:02 |
| Updated: | 2025-04-13 18:22:55 |
| Status: | Published |

## Content

MetLife’s Guaranteed Issue Critical Illness Insurance is a voluntary benefit designed to complement, but not replace your current medical coverage. Critical illness coverage provides you with a lump-sum benefit payment in the event you or your covered dependent experiences, provided the condition is covered, falls within the three distinct categories and meets the policy and certificate requirements. You can use the lump-sum payment as you see fit, which may include costs not covered by your existing medical coverage, such as experimental treatments, travel expenses or childcare fees.

What are the eligibility requirements?  
All active full-time salaried employees are eligible to elect the voluntary policies.Newly hired employees are eligible to elect these voluntary benefits when electing their healthcare benefits. Elections must be completed within 31 days from the employee’s start date. Current employees may elect this benefit during our annual open enrolment or if they experience a qualifying life event during the year.  
How do I apply?

PREPARE

Review the eligibility requirements.Read through the applicable policy, disclosure and rates documents

ACT

Log on to Benefits Center to make your elections or changes.

FINALIZE

If you elect a policy, please review the policy and rates against the payroll deductions to ensure accuracy.

How do I manage my account?  
If you wish to make changes to your coverage please call the Benefits Center at 844 549 6210.  
What are the advantages?

Guaranteed acceptance for you and your eligible family members  
Benefits paid directly to you  
Policy is totally separate from your medical plan  
You can be covered by your spouse or domestic partner's medical plan and still elect these supplemental policies  
Can be used to help cover your medical deductibles  
Competitive group rates  
Convenient after-tax payroll deductions ensures worry-free coverage  
Portable coverage if your employment ends

Resources

Benefits Center

Critical Illness Insurance

MetLife Critical Illness Insurance Policy

MetLife Critical Illness Disclosure Document

MetLife - Critical Illness Plan Summary

MetLife Critical Illness Product Overview

How to submit a MetLife Critical Illness Claim

# Article: KB0018944

|  |  |
| --- | --- |
| Created: | 2025-05-05 21:09:19 |
| Updated: | 2025-05-05 21:34:14 |
| Status: | Published |

## Content

Click here to view the Secondment Policy

# Article: KB0018984

|  |  |
| --- | --- |
| Created: | 2024-12-19 05:09:16 |
| Updated: | 2024-12-19 05:18:52 |
| Status: | Published |

## Content

At Lendlease we are committed to outstanding performance and actively subscribe to a set of core values.  
We adopt and promote these values across all of our businesses around the world as they underpin the way in which we conduct our business, interact with our stakeholders and operate as individuals or teams. Our Employee Code of Conduct sets out the standards of conduct expected of our business and people, regardless of location. It applies to all Directors and employee of Lendlease and its subsidiaries (employees) and operates in conjunction with our core values, the employee conduct guide and our policies and procedures.  
Employee Conduct Hotline  
Employees can report any potential breaches of the Employee Conduct Guide to their manager or People & Culture representative.  
As a people manager, if an employee makes a report to you regarding a breach of conduct please discuss first with your Strategic Business Partner.  
You and/or your employee can also contact the Employee Conduct Hotline. This is a secure, confidential and independent channel to raise concerns, seek further assistance and report potential conduct breaches. The employee conduct hotline is hosted by an external organisation EthicsPoint.   
Policies  
Our global and regional P&C polices further support the standards expected of Lendlease employees. Click on your region to view the P&C policies for your region.

Where can I find the policies?

Global and Regional P&C Policies

# Article: KB0019058

|  |  |
| --- | --- |
| Created: | 2025-05-05 20:08:58 |
| Updated: | 2025-05-05 20:24:06 |
| Status: | Published |

## Content

Click here to view the Flexible Work Standard

# Article: KB0018905

|  |  |
| --- | --- |
| Created: | 2024-06-28 13:08:16 |
| Updated: | 2024-06-30 19:14:11 |
| Status: | Published |

## Content

Click here to view the Public Holidays Policy

# Article: KB0019048

|  |  |
| --- | --- |
| Created: | 2025-03-12 03:09:23 |
| Updated: | 2025-03-12 03:15:26 |
| Status: | Published |

## Content

Click here to view the Disciplinary policy

# Article: KB0018796

|  |  |
| --- | --- |
| Created: | 2025-03-18 22:49:40 |
| Updated: | 2025-03-18 23:19:17 |
| Status: | Published |

## Content

Americas People & Culture  
PURPOSE  
For all Lendlease employees based in the AMER Region. Employment status at the company falls into one of three categories, full time, part time and casual/hourly.  
SCOPE  
All Lendlease AMER Employees  
POLICY  
Full time  
Salaried, exempt or non-exempt, employees regularly scheduled to work 40 hours per week are considered full-time employees. All full-time employees are eligible for company-provided benefits.  
Part time  
Salaried, exempt or non-exempt, employees regularly scheduled to work 30-39 hours per week are considered part time employees. All part time employees are eligible for company-provided benefits. (Paid Time Off accruals will be prorated based on the hours scheduled to work).  
Casual/Hourly  
Employees working a varying number of hours per week for a limited time frame, any temporary position, or laborers/craft workers are considered casual/hourly employees. This also includes employees that are scheduled to work less than 30 hours a week. Casual/Hourly employees are eligible to participate in hourly Paid Time Off and may be eligible to participate in the hourly benefit offerings.

# Article: KB0018778

|  |  |
| --- | --- |
| Created: | 2025-04-27 20:25:08 |
| Updated: | 2025-04-29 17:54:53 |
| Status: | Published |

## Content

Service awards are presented to employees to recognise milestones in their careers and to express Lendlease’s appreciation for continued contribution and dedication to the business. Service awards globally are distributed for eligible employees through Stellar.  
Stellar is our online global employee recognition program where employees can recognise each other and be recognised for going above and beyond and for living our core values. Stellar is also used to celebrate service milestones. Points for service awards are allocated on the Stellar online platform.

What are the eligibility requirements?  
Eligibility varies slightly between regions.Americas Full-time, salaried employees with uninterrupted service with any Lendlease company are eligible. For employees who have a break in service with the company of 12 months or less, prior years of service will be recognized, adjusting the hire date to reflect the break in service, if the following criteria are met: • Prior years of service were as a full-time, salaried employee; and • The employee has at least one year of uninterrupted prior service.Asia All permanent and fixed-term employees are eligible to receive recognition for service. An employee’s service date is usually based on the employee’s start date with Lendlease. Periods of previous employment within the Lendlease Group are also recognised in most cases for the purposes of service awards.Australia All permanent and fixed-term employees are eligible for service awards. Wages employees in the Retirement Living business will have their service awards managed outside of Stellar.Europe All permanent employees are eligible for the service recognition award.  
What happens when I reach a service milestone?  
You can find out more about service milestones in your regional Service Recognition Policy in the Resources section below. Service milestones will be posted to the Stellar feed and you will receive an email from Stellar congratulating you and giving you the details of any Stellar points you have been awarded. If your service award is managed outside of Stellar you will receive a gift card instead of Stellar points.You do not have to redeem Stellar points as soon as you receive them. You can save your points from both service recognition and the Stellar recognition program to redeem them at your convenience.  
Resources

Stellar

Yearbook Experience

Americas Service Recognition Policy

Asia Service Recognition Policy

Australia Service Recognition Policy

Australia Service Recognition Policy - Wages Employees

Europe Service Recognition Policy

# Article: KB0019010

|  |  |
| --- | --- |
| Created: | 2024-12-04 00:43:23 |
| Updated: | 2024-12-04 01:17:35 |
| Status: | Published |

## Content

Lendlease recognises the importance of spending time with new family members. We offer parental care leave over and above the current statutory entitlements to mothers, fathers and partners where feasible.Our parental care leave is an employee benefit that provides paid and unpaid leave benefits to parents upon the birth or adoption of their new-born.

What are the eligibility requirements?  
Permanent full-time, fixed-term contract full-time and part-time employees employed on local terms, who have completed three months service (for Singapore) or 90 calendar days (for Malaysia) before the birth/adoption are eligible for parental care leave.

What types of parental care leave are available for Malaysia employees?  
All legislated provisions for Maternity Leave and Paternity Leave have been subsumed under Parental Care Leave.The parental care leave provision depends on whether the employee is the primary carer of the child - i.e. primarily responsible for meeting the child's needs in the child's first 12 months of birth.

For an employee who is the primary carer of the new-born

For an employee who is not the primary carer of the new-born

To allow employees\* with primary responsibility for the care of the child to meet their needs and bond with the new-born in the period preceding and following the birth/ adoption, as appropriate.

To allow employees\* whose spouses/ partners have primary responsibility for the care of the child to take time off work shortly after the birth/ adoption of a child to support their spouses/ partners and bond with the new-born.

\*Applicable to the mother or father/ partner, as appropriate.

\*The child's mother is deemed to have utilised at least 14 weeks of maternity leave as a statutory minimum. The paternity/partner leave is sub-sumed under primary carer leave. Refer to the policy for more information.

Primary Carer Leave Policy

Maternity Leave Policy

Paternity/Partner Leave Policy

What types of parental care leave are available for Singapore employees?  
All legislated provisions for Adoption Leave, Maternity Leave, Paternity Leave and Shared Parental Leave have been subsumed under Parental Care Leave.The parental care leave provision depends on whether the employee is the primary carer of the child - i.e. primarily responsible for meeting the child's needs in the child's first 12 months of birth.

For an employee who is the primary carer of the new-born

For an employee who is not the primary carer of the new-born

To allow employees\* with primary responsibility for the care of the child to meet their needs and bond with the new-born in the period preceding and following the birth/ adoption, as appropriate.

To allow employees\* whose spouses/ partners have primary responsibility for the care of the child to take time off work shortly after the birth/ adoption of a child to support their spouses/ partners and bond with the new-born.

\*Applicable to the mother or father/ partner, as appropriate.

Adoption Leave Policy

Maternity Leave Policy

Paternity/Partner Leave Policy

Primary Carer Leave Policy

Shared Parental Leave Policy

# Article: KB0019139

|  |  |
| --- | --- |
| Created: | 2025-05-13 00:06:27 |
| Updated: | 2025-05-13 00:20:20 |
| Status: | Published |

## Content

There may be times when you would like to take an extended period of leave to fulfil personal needs. For these periods, Lendlease provides leave without pay to eligible employees.

What are the eligibility requirements?

Permanent employees are eligible, subject to policy conditions.Where employees are employed under the terms and conditions of an operative enterprise agreement with a Lendlease group company, please refer to the relevant enterprise agreement as to whether or not this policy applies to you.Each application will be assessed on its own merits and will only be granted at the discretion of your manager and/or business unit head.

How do I apply?

PLAN  
Read through the Extended Leave Without Pay Policy

PREPARE   
Complete the Application for Leave of Absence form and discuss your intention to take leave without pay with your manager.

ACT

Following the discussion with your manager, submit your leave in Workday using the Absence Worklet. Ensure you attach your completed Leave of Absence form to your Workday leave request.  
When applying for leave, ensure your annual leave balance is exhausted first, then select AUS Sabbatical Leave.

FINALISE   
Your manager will approve your leave through Workday.

How do I apply to extend my leave?

Discuss with your manager and submit the additional leave in Workday. Your manager will approve through Workday.You can only extend your leave of absence period to a maximum of one year (total unpaid leave).

Resources

Extended Leave Without Pay Policy

Workday

Application for Leave Of Absence

# Article: KB0018888

|  |  |
| --- | --- |
| Created: | 2025-02-24 20:27:26 |
| Updated: | 2025-02-25 06:38:35 |
| Status: | Published |

## Content

Click here to view the policy

# Article: KB0019089

|  |  |
| --- | --- |
| Created: | 2021-05-02 00:00:14 |
| Updated: | 2024-02-29 00:08:03 |
| Status: | Published |

## Content

Development opportunities exist for us all in our current roles, or when planning our next move – whether that be moving up the ladder, pivoting your career focus or keeping your skills contemporary.  Having a Development Plan helps you focus your learning activities to help you deliver on goals set.

Development Planning for People Managers  
As a people leader, you are responsible for working with your team to ensure they have a relevant development that aligns with their goals.   
Ideally, you would discuss development plans at Goal Setting time or when a new starter arrives.  You would also revisit the development plan at your regular 1:1 meetings.   
Think about the learning opportunities that might support your whole team, or if individuals have their own unique development needs that you can work on together.  
Career Profile  
At Lendlease we want to support you and your career development at Lendlease. To be able to support you in having conversations with your manager about how you can reach your full potential, we need to better understand your background – your current skills, your job history and experience, your interests and preferences. One important way to do that is to take just a few minutes to complete your Career Profile in Workday.  The system is easy to navigate and will guide you through several tabs to fill in your information. Helptext is included in the tabs and you can save time by simply uploading your resume. You do not have to complete your career profile in one sitting, Workday will automatically save your progress.    
For more information on how to update your Career Profile in Workday please access the Quick Fact Guide.  
Please access our Quick Fact Guide for more information on how to Upload Your Experience or Import your LinkedIn profile to complete your Job History in Workday  
Resources

Access your Development Plan via the Performance or Career pages in Workday

# Article: KB0018986

|  |  |
| --- | --- |
| Created: | 2024-09-03 21:11:10 |
| Updated: | 2024-09-03 21:21:00 |
| Status: | Published |

## Content

Please click here to view the Policy

# Article: KB0018746

|  |  |
| --- | --- |
| Created: | 2024-08-18 19:54:59 |
| Updated: | 2024-08-19 08:16:27 |
| Status: | Published |

## Content

At Lendlease, we provide a comprehensive range of benefits to cater to the Health and Wellbeing of our Asia employees.  
You can view a summary of benefits in your country by clicking the dropdowns below.

Malaysia Benefits

Singapore Benefits

# Article: KB0019072

|  |  |
| --- | --- |
| Created: | 2021-05-09 00:53:49 |
| Updated: | 2024-02-29 00:08:03 |
| Status: | Published |

## Content

Lendlease operates an employee referral programme (ERP). The programme is designed to encourage employees to attract and refer quality talent to Lendlease. It exists to recognise and reward our employees who play an active role in strengthening our human capital and in doing so, help to contribute to the long-term success of Lendlease.All current vacancies will be posted on Workday.

How do I make a referral?  
Step 1 View open vacancies via Find Internal Roles in Workday.  Open the role and click the refer buttonStep 2 Complete and submit the referral form.  If the Referring employee chooses to attach the candidate's CV to the referral they must have prior permission from the candidate.Step 3 The referring employee will be notified if their referred candidate is placed, and the payment fee will be confirmed.  
Resources

Employee Referral Programme Policy

Employee Referral form

Lendlease.com

# Article: KB0018721

|  |  |
| --- | --- |
| Created: | 2025-04-29 02:32:26 |
| Updated: | 2025-04-29 17:48:01 |
| Status: | Published |

## Content

Compensation Review

01. PREPAREAs Compensation Review approaches, it's your opportunity as a People Manager to reflect on your team's performance and prepare for making decisions about Pay. There are 3 steps to the process and plenty of resources to guide you through the Review:  
Compensation Review Process MapHow are Bonus & Merit Budgets determined  
02. DECIDE & ENTER When the annual process is launched, a task will be delivered to People Manager's Workday inbox. Depending on your notification preferences you may also receive a notification to your Outlook inbox. When deciding on Pay recommendations, there are a few things to consider as you enter these into Workday.  
Compensation Review at a GlanceYear End Comp Quick Facts Guide and Glossary - EnglishYear End Comp Quick Facts Guide and Glossary - Italian  
03. CONVERSATIONAs a People Manager, one of your responsibilities is to make sure your employees have a positive experience at work. The Year End Pay Conversation, is an opportunity to deliver a positive experience. Here are some resources to help you have the conversation.  
Year End Pay Conversations GuideReview Manager FAQsTo Develop People Management Skills visit Workday LearningHarvard Business Review: How to Discuss Pay with Your employees  
Note: To be eligible for a bonus or salary increase you must not be under notice of termination prior to or on the payment date in your region (e.g. you have given notice of resignation or the Company has given you notice that your employment will terminate\*\*).

Employment Status  
Eligible for Bonus   
Eligible for Merit increase

Employees who are newly hired on or after 1 April of the current performance period  
No  
Yes

Employees who are newly hired on or after 1 June of the current performance period  
No  
No

Employees who receive a pay increase on or after 1 June of the current performance period  
Yes  
No

Employees who are on commission plans in Workday  
No  
Yes

Interns and Undergraduate employees  
No  
No

Graduate Program employees  
Yes\*  
Yes\*

Employees who cease employment before bonus outcome payment date or who are under notice   
Subject to leaver status\*\*  
No

Wages, Casual, or Hourly employees  
No  
No

Third-Party contractors  
No

No

\*Bonus and Fixed Salary increases are determined in accordance with the Graduate framework\*\*Employees who cease employment prior to the payment date and are classified as Good Leavers may be eligible to receive a proportion of their bonus, subject to proration rules, eligibility and funding available as outlined in the Company’s Treatment of Bonus and Deferred Securities (or equivalent) for leavers Standard.   
Employees on joint ventures, who are not Lendlease employees treatment of eligibility is to be determined based on the Joint Venture arrangements.   
For details on Lendlease Pay Philosophy click here.

# Article: KB0019071

|  |  |
| --- | --- |
| Created: | 2022-12-09 15:42:59 |
| Updated: | 2024-02-29 00:08:03 |
| Status: | Published |

## Content

Lendlease is a place for growth and progress, and we are always looking for great talent! As an employee you can be rewarded for referring quality talent to Lendlease. You might have a talented friend who you think would enjoy working for us. Through our Employee Referral Program (ERP), Lendlease will award a financial incentive to eligible employees who have referred a successful candidate and they have completed six months of employment. Through this program we encourage eligible employees to refer individuals whom they believe align with our culture and values, and who would be a positive addition to our business.  There is no limit to the number of candidate referrals you can submit, just make sure you have obtained the referred candidate's permission.

How do I apply?

PREPARE

Read the Employee Referral Program Policy in the resources section below.Obtain a copy of the referred candidate's resume, along with permission to submit their details.

ACT

Complete and submit the referral through Workday.Please note: Referrals that do not follow the correct process or comply with the policy will not be eligible for a referral payment.

FINALISE

You will be informed if the referred candidate is successfully hired.After the referred candidate successfully completes six months of employment, you will receive an email confirming this and alerting you to when your incentive payment of AU $3,500 is to be paid.

Resources

Employee Referral Policy

Internal Vacancies - Workday

# Article: KB0018882

|  |  |
| --- | --- |
| Created: | 2025-04-25 02:39:53 |
| Updated: | 2025-04-29 17:57:30 |
| Status: | Published |

## Content

Click here to view the Employee Referral Program Policy

# Article: KB0018985

|  |  |
| --- | --- |
| Created: | 2024-12-19 04:58:01 |
| Updated: | 2024-12-19 05:17:56 |
| Status: | Published |

## Content

Lendlease recognises that from time to time issues may arise involving employees, service providers or other workers about matters at work, including:

Discrimination;   
Bullying or harassment;   
Work relationships;   
Whistleblower contacts;   
Staff entitlements or conditions of employment; and   
Decisions made by other staff members which impact their work

Should an employee raise an issue with you, please review the below options to determine the most appropriate course of action.  
Option 1 - Self Help  
Where an employee, service provider or other worker has an issue, they should, if it is appropriate, in the first instance try to address the issue directly with the person involved.  
Option 2 - Immediate Manager  
Where an employee, service provider or other worker has an issue that cannot be resolved directly with the person involved they should raise it with their immediate manager.  All issues raised to the immediate manager will be managed confidentially.  If the issue relates to the employee’s immediate manager, then the employee should raise the issue to that person’s manager.  The manager may seek guidance from People & Culture on the most appropriate way of dealing with the issue.  The manager will agree the course of action with the employee; advise the employee of the outcome of their investigation into the issue; and advise the employee of any action to occur based on the findings of the manager’s investigation into the issue.    
Option 3 - People & Culture  
Employees can discuss their grievance directly with their Strategic Business Partner/People & Culture Manager.  The Strategic Business Partner will discuss options with them on how to address their grievance, which may include the involvement of the line manager.  It could also include:  a.  Requesting further information from the employee, service provider or other worker;b.  Requesting information from other employees, service providers, other workers or third parties; c.  Meeting with the employee, service provider, other worker or others involved in the issue; ord.  Reviewing and responding to the issue or arranging for an appropriate person to review and respond to the issue.   
Option 4 - Employee Conduct Hotline  
The Lendlease Employee Conduct Hotline, is a secure, confidential and independent channel for you to raise concerns, seek further assistance and report potential conduct breaches, particularly when you have not felt comfortable in reporting these through other channels. The employee conduct hotline is hosted by an external organisation EthicsPoint.  
Resources

Employee Conduct Guide

Global Employee Concerns and Advocacy Policy

ICT Policies

Europe - Grievance Policy

# Article: KB0018740

|  |  |
| --- | --- |
| Created: | 2025-04-01 21:04:51 |
| Updated: | 2025-04-01 21:11:28 |
| Status: | Published |

## Content

Lendlease has partnered with SoFi to offer our employees and their families a refinancing option for their student loans.  SoFi is the market leader for student loan refinancing.  Checking your rate takes two minutes and has zero impact on your credit score since SoFi only does a soft credit inquiry.  Additionally, you may qualify to receive a $100 Welcome Bonus upon refinancing your student or Parent PLUS loans through www.sofi.com/lendlease

What are the eligibility requirements?  
All active employees and their families are eligible for this benefit.  
What are the advantages of refinancing?  
You will be able to consolidate your student loans with variable rates or fixed rates.  
There are no application fees or origination fees, and no prepayment penalties.  
If you refinance, SoFi will credit your student loan balance with a $100 welcome bonus.  
How do I apply?  
Contact SoFi customer service at 855.456.7634, visit https://www.sofi.com/lendlease or email at ask@sofi.com.  
Questions  
For additional questions about refinancing student loans, visit https://www.sofi.com/lendlease or contact SoFi customer service at 855.456.7634 or ask@sofi.com.  
Resources

SoFi at Work Brochure

# Article: KB0019042

|  |  |
| --- | --- |
| Created: | 2025-03-18 22:50:04 |
| Updated: | 2025-03-18 23:21:13 |
| Status: | Published |

## Content

Click here to view the Jury Service policy

# Article: KB0018866

|  |  |
| --- | --- |
| Created: | 2025-04-25 01:24:41 |
| Updated: | 2025-04-29 18:09:05 |
| Status: | Published |

## Content

Click here to view the Service Recognition Policy

# Article: KB0019049

|  |  |
| --- | --- |
| Created: | 2025-05-05 20:17:06 |
| Updated: | 2025-05-05 20:26:43 |
| Status: | Published |

## Content

Click here to view the Drug and Alcohol Policy

# Article: KB0018995

|  |  |
| --- | --- |
| Created: | 2021-05-07 02:43:09 |
| Updated: | 2024-02-29 00:05:35 |
| Status: | Published |

## Content

Lendlease provides a competitive Paid Time Off (PTO) program that combines sick, vacation and personal days to be taken as needs arise. PTO is accrued on a bi-weekly basis and will be paid as part of your normal pay-check. Employees should plan their time off based on the accrued available balance.  • Employees with up to 10 years of service accrue 20 PTO days annually. • Employees with 10 years of service or more accrue 25 PTO days annually. PTO cannot be used as last day worked when leaving Lendlease.

What are the eligibility requirements?  
All active, salaried employees scheduled to work 30 or more hours per week are eligible.  
How do I apply?

PLAN

Review the eligibility requirementsRead through the PTO policy

PREPARE

Verify your available balance then discuss your requirements for taking time off with your manager and obtain their approval. Employees should only go into a negative balance with their manager’s prior approval and it should be managed closely to ensure a positive balance can be achieved in a reasonable amount of time.Once approved, enter the Request for Absence in the Workday > Absence worklet.

ACT

Record the PTO hours taken on your E1 timesheet.   
If you are a site-based employee, your supervisor may require you to submit a PTO request form, as well, prior to taking scheduled time off.

FINALIZE

Your available PTO balance is accessible from the Workday Absence worklet.

Who can I contact about the benefit?  
If you have any questions regarding this policy or your PTO benefits, contact People Connect on 866-848-1200 and select option two or ask People Connect online using the button on the top right hand corner of this page.  
Resources

E1 Employee Self Service (E1 ESS)

PTO Policy

# Article: KB0018797

|  |  |
| --- | --- |
| Created: | 2025-04-13 20:45:40 |
| Updated: | 2025-04-13 21:29:16 |
| Status: | Published |

## Content

Click here to view the Equal Opportunities Policy

# Article: KB0018899

|  |  |
| --- | --- |
| Created: | 2025-04-22 04:23:00 |
| Updated: | 2025-04-29 18:09:30 |
| Status: | Published |

## Content

Click here to view the Marriage Leave Policy

# Article: KB0018943

|  |  |
| --- | --- |
| Created: | 2025-05-05 21:30:05 |
| Updated: | 2025-05-05 21:32:04 |
| Status: | Published |

## Content

Click here to view the Domestic Permanent Relocation Policy

# Article: KB0018906

|  |  |
| --- | --- |
| Created: | 2025-04-25 01:52:36 |
| Updated: | 2025-04-29 18:06:35 |
| Status: | Published |

## Content

Click here to view the Replacement Day Off Policy

# Article: KB0018901

|  |  |
| --- | --- |
| Created: | 2025-04-25 01:37:06 |
| Updated: | 2025-04-29 18:07:52 |
| Status: | Published |

## Content

Click here to view the No-Pay Leave Policy

# Article: KB0018954

|  |  |
| --- | --- |
| Created: | 2025-05-05 21:45:56 |
| Updated: | 2025-05-05 21:56:02 |
| Status: | Published |

## Content

Click here to view the Extended Leave Without Pay Policy

# Article: KB0018781

|  |  |
| --- | --- |
| Created: | 2025-03-18 22:48:52 |
| Updated: | 2025-03-18 23:18:20 |
| Status: | Published |

## Content

Lendlease offers employees Accident and Hospital Insurance through MetLife.    
MetLife Accident Insurance This employee-paid policy helps take care of expenses incurred due to certain losses above those covered by your medical plan.  It helps pay for additional costs incurred as a result of various injuries, medical services, treatments and hospital stays caused by accidents only.MetLife Hospital Indemnity Insurance This employee-paid policy helps take care of expenses incurred during hospitalization above those covered by your medical plan. It helps pay for additional costs incurred during covered hospital stays, in-patient rehab, and more due to sickness or accidents.

What are the eligibility requirements?  
All active full-time salaried employees are eligible to elect any of the voluntary policies.Newly hired employees are eligible to elect these voluntary benefits when electing their healthcare benefits. Elections must be completed within 31 days from the employee’s start date. Current employees may elect this benefit during our annual open enrollment or if they experience a qualifying life event during the year.  
How can I manage my account?  
If you wish to make changes to your coverage please call the Benefits Center at 844 549 6210  
How do I apply?

PREPARE

Review the eligibility requirements.Read through the applicable policy, disclosure and rates documents

ACT

Log on to Benefits Center to make your elections or changes.

FINALIZE

If you elect a policy, please review the policy and rates against the payroll deductions in your paycheck to ensure accuracy.

What are the advantages?

Guaranteed acceptance for you and your eligible family members  
Benefits paid directly to you  
Policy is totally separate from your medical plan  
You can be covered by your spouse or domestic partner's medical plan and still elect these supplemental policies  
Can be used to help cover your medical deductibles  
Competitive group rates  
Convenient after-tax payroll deductions ensures worry-free coverage  
Portable coverage if your employment ends

Resources

Benefits Center

Accident Insurance

MetLife Accident Insurance Disclosure

MetLife Accident Insurance Plan Summary

MetLife Accident and Hospital Rates

Hospital Indemnity Insurance

MetLife Hospital Indemnity Insurance Disclosure

MetLife Hospital Indemnity How to File a Claim

MetLife Hospital Indemnity Claim Form

MetLife Hospital Indemnity Health Screening Benefit Flyer

MetLife Hospital Indemnity Health Screening Benefit video

MetLife Hospital Indemnity Plan Summary

MetLife Hospital Indemnity Low Plan Certificate

MetLife Hospital Indemnity High Plan Certificate

MetLife Accident and Hospital Rates

# Article: KB0018802

|  |  |
| --- | --- |
| Created: | 2021-05-07 01:51:54 |
| Updated: | 2024-02-29 00:08:07 |
| Status: | Published |

## Content

Group Health & Safety

Approver's name and title         Board

Effective Date                24 May 2018

Review DateApril 2018

Next Review Date24 May 2020

Purpose Lendlease is committed to constantly challenging our performance and pushing the boundaries so that our approach to Health and Safety (H&S) is aligned to the evolution of the Lendlease strategy, remains effective and fit for purpose for the sectors and markets in which we operate and positively influences H&S outcomes in everything we do. Scope This Group Policy applies to all Lendlease businesses. This policy applies to employees, consultants and contractors; permanent, fixed-term and casual (Aust only) contracts; full and part-time; salaried, wages (Aust only) or union (US only). This policy applies in all geographies in which Lendlease operates.  
Policy In recent times, our aspiration has been to shift our people’s relationship with health, safety and wellbeing from one which is transactional and compliance based towards a more empowering relationship where people are encouraged and supported to use informed judgement and sound risk management techniques.Underlying this focus is the H&S Strategic Direction. This defines the actions and focus of leadership and management in providing effective oversight and management of H&S at all levels across the business in the following areas:Disciplined delivery – supporting the embedment of the Global Minimum Requirements (GMRs) in achieving a more disciplined and consistent delivery model.Strong risk management – transforming people’s relationship with H&S by empowering them to care and manage risk through informed judgement. Driving innovation – utilising the innovation pathway to provide focus and direction to solutions that can positively affect safety outcomes. We also remain committed to ensuring our operations remain focused and engaged and to reviewing the composition of the function to ensure we remain as effective as possible in executing this strategy. Although we operate in a dynamic environment and changes will be made to enhance our strategy, the H&S Strategic Direction is resolute and focused in these areas.Achieving this aspiration relies on the implementation of a simple and effective framework that assists our day-to-day decision making and helps our business function safely. Our 2015 GMRs drive this approach across five stages of the operational lifecycle. These include governance, investment, design and planning, establishing work environments and delivery, setting parameters on the control and elimination of key risk events faced by our business. There is a deliberate focus on front-end planning and strong risk management meaning that safety begins for Lendlease well before a project commences and irrespective of the working environment. The H&S Strategic Direction and GMR Framework are essential components in ensuring the safety, health and wellbeing of our people remains our priority. This approach also empowers people to identify and manage H&S risks that are applicable to them, promotes moving beyond minimum statutory and organisational requirements, and leads to innovation and continual improvement. They are all key attributes in our aspiration to create places that care and which are free from incident and injury. Definitions GMRs Global Minimum Requirements – our safety framework.Further information and related materials Download a copy of this Health & Safety Policy H&S Microsite - this part of our intranet will provide you with further information on our approach to Health and Safety, including our GMRs.  
Contact DetailsPeople Connect If you have any questions about this policy please contact People Connect.

# Article: KB0019026

|  |  |
| --- | --- |
| Created: | 2021-05-08 19:05:19 |
| Updated: | 2024-02-29 00:08:07 |
| Status: | Published |

## Content

Study leave is provided for eligible employees to engage in formal study programs. Lendlease encourages employees to develop skills and acquire new skills and recognised qualifications relevant to their current role or future career within the organisation.

What are the eligibility requirements?  
Permanent employees of Lendlease are eligible.Employees bound by an operative enterprise agreement to which Lendlease is the employer may have varying benefits. Please refer to the relevant agreement for specific terms and conditions that apply to you.In addition, employees must meet the following criteria to qualify for consideration: - Completed their probation period; - The proposed course/qualifications must be beneficial to the performance of the employee in their current or future roles with Lendlease; and - The course must be deemed by Lendlease to be accredited by a reputable institution and lead to a recognised credential/qualification (e.g. diploma, degree, etc).  
How do I apply?

PLAN

Read through the Study Leave Policy.

PREPARE

Discuss your leave plans with your manager well in advance, in order to agree to a time which minimises disruption to the business.Provide your manager with relevant documentation to confirm that you meet eligibility criteria.

ACT

If your manager supports the request, submit a leave request in Workday. Your manager will approve or reject the leave request in Workday.

FINALISE

You will receive a confirmation once your leave request has been approved.

Resources

Study Leave Policy

Workday

Education Assistance

# Article: KB0019141

|  |  |
| --- | --- |
| Created: | 2021-05-07 19:34:40 |
| Updated: | 2024-02-29 00:08:07 |
| Status: | Published |

## Content

Where you identify the need for a new role in your team you need to create a new requisition which can then be filled by an internal or external candidate. You may also require the job requisition to create a new position for someone already in your team who is receiving a change to certain attributes of their role.

#

Instruction

Screen

1.

Go to the Recruiting Worklet  
a. On the Workday homepage, go to the recruiting Worklet and select Create Job Requisition

2.

Create New Position  
a. Select Create New Position from the options available

b. Click to continue

3.

Recruiting Information  
a. Click the pencil to edit   
b. Confirm the number of openings

c. Select the reason – IMPORTANT  
· For External hires select New Position or Replacement  
· For Internal move select Employee Position Change  
Then select the applicable labour type of the new position based on the following options:  
Origination: Costs associated with business development, tendering and estimating activities in order to originate additional order pipeline for the business unit.     Overhead: Roles that support the businesses in the above activities and are not recovered.

Recoverable (Delivery or Project): Roles associated with overseeing and executing the projects or services. Includes tendering and estimating activity.

Graduate – On the graduate program  
Recruiting Instruction  
The instruction for the recruiter to post this job internally, externally, both or neither. The recruiters are not authorised to recruit externally for any of these roles that are tagged for Internal Only. Lendlease has many talented people who may be interested and available to meet your resourcing needs.

If roles can’t be filled within our existing workforce, your relevant GLT member will need to approve any external recruitment prior to any recruiting commencing.  Where your manager approves your external recruitment request, the job requisition will be routed to the relevant GLT member for approval.    
d. Enter today’s date for the Recruiting start date and the Target hire date  
 (Or if backdated enter actual date of hire)

e. If the New position is fixed term please enter a target end date

f. Click to continue

4.

Job   
Add the job profile first as this will pre-populate the descriptions  
a. Click the pencil to edit

b. Enter the job title

c. Justification is a mandatory field. Provide information for your manager and/or GLT member to approve e.g. project ramp up, replacement for resignation; parental leave cover etc.  Enter the reason why you are recruiting for this role

d. Select the CJF code for this role – note this will auto-populate the description fields

e. For AMER, please reference the Master Titles list to ensure you have the correct Job Posting Title and CJF for Workday  
f. Enter Casual, Fixed Term or Permanent in the Worker Sub-Type

g. Enter Full-time or Part-time in the Time-Type

h. Enter the primary location where this role will be based – enter a key word in the search to find the required location.   
i. If role is part time amend Scheduled Weekly Hours  
j. Select the position’s normal work shift from the list

k. Click to continue

5.

Organizations  
a. Click the pencil to edit   
Note:   
The majority of these fields are auto-populated based on your own organisational data. Please check that the organisational details are correct.  
b. For Australia only – you must indicate whether the role is salaried or wages. Leaving this blank will cause problems later in the process.  
c. Click to continue

6.

Attachments  
Add additional documentation (e.g. additional approvals) if necessary  
For UK only – please ensure you attach the Job Description   
If you have nothing to attach click to continue

7.

Compensation

Australian TPV only – Primary Compensation Basis  
a. Click the pencil to edit

b. Enter the proposed TPV (Base + Super) for the role here.   
(Note: If you have left the Salaried/Wages field blank on the Organizations screen you will not be able to enter anything in this section).

All other regions - Salary  
c. Click the pencil to edit   
d. Enter the proposed annual salary in the Amount field.

Australian Wages only - hourly

e. Click the pencil to edit

f. Enter the proposed hourly rate (without super)

g. The TPV or salary that you enter should fit within the Pay Range for the CJF code you have selected. If the amount is above the range the Job Requisition will require a higher level of approval.

h. If the position will be receiving an Allowance in addition to what is displayed, click Add and select from the dropdown list.  
i. If the position will be receiving a Bonus, click Add and select the appropriate Compensation Plan from the dropdown list.  
Notes:   
· Most (Salaried) employees are on a Variable Payment Plan (VPP).   
· For Australian Salaried positions you must enter either a bonus plan or a commission plan in order to proceed  
j. If the position has a commission associated with it then please enter this here, otherwise leave blank.  
k. Click to continue

8.

Summary  
a. Review the information entered is correct for the position and click to progress.  
b. If anything is incorrect please click the pencil to edit any of the sections.

c. If you receive an error message when you click submit, please review and amend the sections as advised.

9.

Up Next – Project Number  
a. Click the Edit Additional Data button  
b. Enter your Project Number for the role to be costed to.   
c. Click to finalise the Job Requisition and send for approvals.

Project Number tips:  
· The project number is 6 digits long and in all cases except for Services, will be numeric.  
· For Services it can be a combination of numbers and letters and split with a hyphen (e.g. 123-abc).  
· If you are not sure of the Project Number then please check with your Line Manager.   
· If your Line Manager is unsure then they can contact their payroll team or their Project Accounting and Reporting (PAR) team for assistance.  
· The project number is not the same Cost Center or Profit Centre.  
· Grads should not be assigned the project number for the first team they are assigned to, these cases should be assigned to an overall code for the entity – these might be split by region for some entities

# Article: KB0019032

|  |  |
| --- | --- |
| Created: | 2021-05-09 00:48:22 |
| Updated: | 2024-02-29 00:08:07 |
| Status: | Published |

## Content

Lendlease will provide leave of absence for employees who are required for jury service. The employee will continue to be paid at their normal rate of pay during the period they are required for jury service, subject to the deduction of any monies received from the court.  
The same approach applies to employees who are summoned as a witness.

What are the eligibility requirements?  
This policy applies to all UK Lendlease employees regardless of length of service. It does not apply to agency workers or self-employed contractors.The current legislative requirements for individuals undertaking jury service are:    - They are at least 18 years old and not over the age of 70;    - They are registered on a parliamentary or local government electoral roll; and     - They have lived in the UK, Channel Islands or Isle of Man for at least five consecutive years since they were 13 years old.  
How do I apply?

PLAN

Review the eligibility requirements.Read the jury service policy.

PREPARE

Notify your manager as soon as you receive a jury summons notice.You may apply to the court to either be excused from or defer your jury service if your absence will have a serious impact on business. You should discuss this with your manager prior to submitting the request and follow the notice laid down in the jury summons notice. Attendance can only be deferred once in a 12 month period.

ACT

Following the discussion with your manager, if you will be attending jury service you should notify People Connect of the intended time off work, and provide a copy of the court summons and estimated loss of earnings.You are required to the keep your manager and People Connect informed of the likely length of time you are expected to be absent from work on jury service. If on any particular day or half day you are not required by the court, you are required to return to work if practical to do so. The same approach should be followed if you are summoned as a witness.

FINALISE

People Connect will complete the loss of earnings form and return it to you with a covering letter confirming the process.  You should then sign and return the provided employee copy authorising a deduction from your salary equaling any payment from the court.When you have completed your jury service, provide a copy of the cheque or BACS payment received and a summary sheet provided by the court to People Connect. On receipt, People Connect will arrange to deduct the loss of earnings amount from your next available salary.

Who can I contact for further information?  
If you have questions or clarifications regarding jury service, contact People Connect online by clicking the button on the top right hand corner of this page.  
Resources

Government Services and Information website

Jury Service Leave Policy

# Article: KB0019142

|  |  |
| --- | --- |
| Created: | 2021-05-07 19:33:05 |
| Updated: | 2024-02-29 00:08:07 |
| Status: | Published |

## Content

A new position is required when you are changing the major details of an employee’s role.   
Details that require a new position include Promotions, CJF change, change of Grade under an Enterprise Agreement, change in Employing Entity. In most cases an employee moving into your team will also require a new position.

Note: Change in hours, Fixed-term contract extension and change in location do not require a new position

#

Instruction

Screen

1.

Starting a Job Change request for someone in your team  
As a manager you are able to ‘push’ an employee from your team into another team. Ensure that there is a vacant role in the receiving team to move the employee into and that you have had discussions with the current manager to confirm the move.  
a. Search for the employee you wish to Job Change in the search bar  
Or  
Find the employee in My Team Management

b. Click the related action button to Access Job Change

c. Select Start Job Change

2.

Start screen  
a. The Worker name and Job should default to the employee you are entering the Job Change for.  
b. Select Full Job Change or Secondment  
c. For Location and Hours Change and Move to a new manager  
Note: Please ensure you select the correct reason at this stage as this cannot be amended later.  
Click to begin

3.

Start  
a. If the manager is changing, then indicate this here.  
Note: you will not be able to change the manager once you move past this screen  
b. The team and location will default based on the manager. Please amend these if necessary.  
c. Scroll through the following screen and complete the various sections:  
Note: If you have selected Full Job Change on the previous screen, the “Why are you making this change” field will default to Job Data Change on this screen.  
Move  
a. Confirm what you would like to do with position in your team  
· Move this headcount to the new manager – you will lose the position the employee currently sits in from your team. The Receiving manager should be in the same Legal Entity (Company).   TIP: If the receiving manager is in a different company please select either Backfill or Close.  
· I plan to backfill this headcount – you will be able to recruit another employee or external hire into this position.    
· Close this headcount – you no longer require this headcount in your team and will not be backfilling the position.   
b. If you plan to backfill the headcount then you must check the Position available for overlap must be checked. Otherwise leave this unchecked  
 Attachments  
a. If you have any documents relating to this job change please upload them here   
Compensation  
If you are a manager pushing the employee from your team you do not need to enter anything in the Compensation section.

Click to continue

4.

Starting a Job Change request for someone in another team.  
As a manager you are able to ‘pull’ an employee from another team into your team. Ensure you have a vacant role in your team to move the employee into and that you have had discussions with the current manager to confirm the move.  
a. Search for the employee you wish to Job Change in the search bar  
b. Click the related action button to Access Job Change

c. Select Request Transfer

5.

Start screen  
a. Enter the effective date of the job change  
b. For all changes other than Secondment, select Job Data Change as the reason why you are making this change. If the employee is being Seconded to another team then select Secondment.

c. Click to begin

6.

Move  
If the person you are moving is a manager, you will be asked to confirm if their team will be moving with them – select Yes or No

7.

Submit screen  
a. Review the details on the start and move sections and click to finalise and send for approvals

8.

Releasing an employee from your team  
If the new manager has raised a job change to pull an employee from your team into their team you will need to approve this move.

a. Navigate to your inbox and review the data change email

b. Update the move date if this is not correct

c. You can also confirm here whether you plan to backfill, move the headcount to the new manager or close the headcount. See point 3 of this guide for more information on these options.

d. Click to send to the new manager for further approval

9.

Receiving manager  
You will receive an email to approve the Job Change once the releasing manager has approved.  
a. Check the start date is correct  
b. In the Position section confirm the position in your team that the employee will be moving into  
c. When you select the Position the Job title will auto populate with the CJF Job title. You will need to manually amend this to the actual title of the role  
d. Adjust the Primary Compensation Basis to fit the role  
e. Check all other details are correct and click to finalise

Note: You need to create the position to move the employee into before you do the Job Change.

Please contact People Connect if you have any questions or need any assistance with entering a Job Change

# Article: KB0018989

|  |  |
| --- | --- |
| Created: | 2021-05-07 02:33:15 |
| Updated: | 2024-02-29 00:08:07 |
| Status: | Published |

## Content

Authorized Time Off (ATO) is paid time off work provided to manage circumstances outside of your control or to engage in select community-related activities during normal business hours (e.g. jury duty, bereavement or office closings due to inclement weather, etc.).

What are the eligibility requirements?  
All active, salaried US employees scheduled to work 30 or more hours per week are eligible.Employees are unable to take ATO time during days they are not scheduled to be at work. For example, you are not eligible for ATO if you take a Paid Time Off (PTO) day, or half day, on the same day the company has offered two hours of ATO for early office hours closing.  
How do I apply?

PLAN

Review eligibility requirements.Identify if your reason for leave meets the authorized time off (ATO) policy requirements.

PREPARE

Discuss plans with your manager prior to taking ATO. If you cannot let your manager know prior to the leave, please advise your manager as soon as possible

ACT

Once approval from your manager is received, record ATO time taken on your timesheet via E1 employee self service (E1 ESS).NOTE: Exempt employees (salaried employees unable to code overtime hours) exceeding 40 hours per week or non-exempt employees exceeding eight hours per day should not record ATO time on their timesheets

Resources

E1 Employee Self Service (E1 ESS)

Authorized Time Off (ATO) Policy

# Article: KB0019161

|  |  |
| --- | --- |
| Created: | 2025-04-13 20:52:17 |
| Updated: | 2025-04-13 21:30:48 |
| Status: | Published |

## Content

Make learning an essential part of your day with Workday Learning – our digital platform for all your learning needs.Workday Learning provides you with access to a wide range of courses, including internationally recognised digital courses sourced from external libraries taught by industry experts. Take control of your learning experience by choosing what you learn and how – anytime on any device!  
A series of Quick Fact Guides and FAQs have been developed to help support you through using Workday Learning

QFG - Managing My Enrolments   
English  
Chinese  
Italian  
Japanese

QFG - My Learning History  
English  
Chinese  
Italian  
Japanese

QFG - My Library   
English  
Chinese  
Italian  
Japanese

QFG - People Manager Tasks   
English  
Chinese  
Italian  
Japanese

QFG - How to Search  
English  
Chinese  
Italian  
Japanese

QFG - Setting Preferences   
English  
Chinese  
Italian  
Japanese

Check our FAQs below if you have any further questions or call People Connect   
FAQ - Workday Learning - EnglishFAQ - Workday Learning for Wages - EnglishFAQ - Workday Learning - JapaneseFAQ - Workday Learning - ChineseFAQ - Workday Learning - Italian

# Article: KB0018881

|  |  |
| --- | --- |
| Created: | 2024-06-28 13:05:46 |
| Updated: | 2024-06-30 19:11:30 |
| Status: | Published |

## Content

Click here to view the Annual Leave Policy

# Article: KB0018763

|  |  |
| --- | --- |
| Created: | 2021-05-03 03:50:42 |
| Updated: | 2024-02-29 00:08:08 |
| Status: | Published |

## Content

The People's Pension is a workplace pension scheme operated by B&CE. The Scheme has been chosen by Lendlease to support the Government initiative 'Automatic Enrolment' (AE), aimed at helping workers to save more for their retirement.   
The initiative requires Lendlease to automatically enroll you into a qualifying pension scheme if you are not already in one, provided you meet the eligibility criteria:

What are the eligibility requirements?  
Members of the People's Pension have been automatically enrolled by the Company because they have not opted in to the Lendlease UK Pension Scheme and meet the criteria for AE or have chosen to join.  
The criteria are below: - Earn over £10,000 a year;- Work in the United Kingdom;- Are aged 22 or over; and - Are under State Pension age.  
If you are automatically enrolled by Lendlease after joining, you will make your first contribution to the People's Pension in the third month after your start date at Lendlease.  
What are the entitlements?  
The People’s Pension Scheme operates on an employee and employer contribution as a percentage of your base salary as per the below table.

Company Contribution

2% of your base salary

Employee Contribution

1% of your base salary

Total = 3% of your base salary paid directly into your pension account

The deductions will be taken monthly from your salary by salary sacrifice meaning that you will receive tax and national insurance relief on your contribution at the highest rate you pay.  
Charges  
Investment charges apply to your pension account and, the current rate is 0.5% of the value of your account which equates to 50 pence per year for every £100 invested.  
Your pension at retirement is based on the contributions paid in and investment return. You can visit the People's Pension website for further information on how the scheme works.   
What are the benefits of the People's Pension?  
As a member of the People's Pension Scheme you can benefit from:  
• Tax relief at your highest marginal rate and pay no National Insurance on contributions. • The option to increase your own personal contributions by making regular monthly Additional Voluntary Contributions (AVC’s) • Take up to 25% of your pension as a tax free lump sum • Your own pension account, where you can view and manage your account online • Annual online benefit statements on the performance of your account and potential income at retirement • Access to tools to help you plan for your future • Opt to transfer your pension to another registered pension arrangement when you leave Lendlease or continue to participate in the People's Pension  
How do I join the People’s Pension?

PLAN

Review the eligibility criteria.Read through The People’s Pension FAQs document available under the Resources section of this page.

PREPARE

Please note that if you do not opt in to the Lendlease UK Pension Scheme and you meet the government criteria you will be automatically enrolled in The People’s Pension three months after you join Lendlease.

ACT

You can complete and return either:    The application form included with your new hire offer pack; or     The People's Pension Joiner Application form available under the Resources section.

FINALISE

If you decide to join The People’s Pension or are automatically enrolled by the Company, a joiner pack will be sent to your home address providing you with further details about the Scheme and where your money is invested.If you have any questions about The People’s Pension Scheme please contact their helpdesk on 0300 2000 444. You can access your personal account using The People’s Pension secure website.

Who can I contact regarding the benefit?  
If you are new to Lendlease and unsure of your entitlement, please ask People Connect using the button on the top right hand corner of this page.  Existing scheme members can contact The People’s Pension in relation to their pension benefits by email on thepeoplespension@bandce.co.uk or by phone on 0300 2000 555.  
Resources

The People's Pension FAQs

People's Pension Joiner Application Form

People's Pension website

Lendlease UK Pension Scheme

# Article: KB0019031

|  |  |
| --- | --- |
| Created: | 2025-01-22 01:26:22 |
| Updated: | 2025-01-22 01:27:51 |
| Status: | Published |

## Content

It is Lendlease policy to support employees during the adoption process.

What are the eligibility requirements?  
Employees are eligible to take up to 52 weeks' statutory adoption leave regardless of the number of hours worked and length of service.Employees may receive payments during this period, providing they meet further eligibility criteria outlined in the policy.  
How do I apply?

PLAN

Read through the Family Leave Policy.

PREPARE

Discuss with your manager your intention to adopt.

ACT

If adopting from within the UK:Inform your manager of the intention to take adoption leave no later than seven days after the date of which notification of the match with the child was provided by the adoption agency. This should state:

The fact that you are requesting adoption leave;  
The date the child is expected to be placed with you; and  
The date you intend to commence adoption leave.

You must also provide evidence of entitlement to adoption leave and pay by producing a 'matching certificate' from the adoption agency.

Submit your leave request in Workday.

If adopting from overseas:Inform your manager  in writing of the intention to take adoption leave no later than 28 days after the date of which you receive the official notification. This should state:

The fact that you are requesting adoption leave;  
The date the official notification was received;  
The date the child is expected to enter the UK; and  
The date you intend to commence adoption leave.

You must also provide evidence of entitlement to adoption leave and pay by producing a 'matching certificate' from the adoption agency.  
Submit your leave request in Workday.  
It is a legal requirement that within 28 days of the child's entry into the UK you must inform Lendlease of the date of entry and provide evidence of this date in the form of a plane ticket or copies of entry clearance documents.

FINALISE

Lendlease will respond in writing within 28 days of receiving your notice of the date in which you intend to begin your adoption leave, confirming the latest date on which you are expected to return to work.

Can I change my adoption leave start date?  
You are permitted to change your adoption leave start date, provided that you advise your manager in writing at least 28 days before the new start date or, if that is not possible, as soon as reasonably practicable.Amend your leave request in Workday.  
Where you have provided notice of a revised start date, the company will respond in writing to confirm the latest date on which you can return to work.  
Resources

Family Leave Policy

# Article: KB0019092

|  |  |
| --- | --- |
| Created: | 2024-12-26 20:49:03 |
| Updated: | 2024-12-26 20:55:42 |
| Status: | Published |

## Content

What is mentoring at Lendlease?  
Mentoring is a developmental relationship that allows people to share their professional and personal wisdom, skills and experience. A mentoring relationship is commonly between a more experienced and less experienced employee. However it can also be between a more junior employee who has strong skills in a new technology or emerging field mentoring a senior leader.   
Mentoring allows people to grow and develop and provides the opportunity to build the potential of the people in the organisation.     
Everyone has different levels of experience when it comes to mentoring. Some may have been mentored by others before and are undertaking their first time as a mentor. Some may be embarking on their first journey as a mentee and others may be seasoned veterans.  
How to find a mentor  
There is a mentor relationship for every stage of your development. Each mentoring relationship is unique to the individual so finding a mentor is an individual journey.  
Some people may want to find a mentor organically, whether it is at Lendlease or externally. Others may be looking to find a mentor within Lendlease with a specific focus or experience but are not sure how to start. You can begin your search for a mentor in Workday by considering which of the following mentoring relationships is right for you:

CareerMentor

GraduateBuddy

GraduateMentor

LeadershipMentor

TechnicalMentor

ThoughtPartner

If you are looking for some tools on how to find a mentor or set up your mentoring relationship for success please check out our mentoring resources below.

Finding & Initiating your mentorship  
Action

Find a Mentor on Workday

Mentoring at Lendlease learning module | 20 mins

Mentoring at Lendlease - Mentor & Mentee Guide

Initial Meeting Guidance

Guidance

Quick Fact Guide - Mentee

Quick Fact Guide - Mentor

Navigating Mentoring in Workday Guide

Millennials need a mentor in the workplace | Lauren Hoebee | TEDxTWU

Questions to ask yourself when thinking of becoming a mentor

Reading

Demystifying Mentoring | Amy Gallo

Navigating your mentoring relationship

Lendlease Capabilities: Seeking Diversity | Workday Learning 20 mins

Communication Style self-assessment

Goal Setting

15 Mistakes to avoid making with your mentee | Forbes

Coming to closure

How to break up with your mentor | Jodi Glickman

Life After Mentorship | Chief Learning Officer

Mentoring Reflection Activity

Thank your mentor | Stellar

# Article: KB0019023

|  |  |
| --- | --- |
| Created: | 2025-04-20 20:42:15 |
| Updated: | 2025-04-27 18:17:47 |
| Status: | Published |

## Content

Lendlease recognises the importance of parental leave to enable employees to fulfil their family responsibilities. Parental leave is available for both primary and non-primary care givers.We offer paid parental leave over and above the current statutory entitlements for those eligible in addition to the Australian Government’s paid parental scheme.  
What are the eligibility requirements for Parental leave?  
Permanent and fixed-term employees are eligible for parental leave from the first day they commence employment with Lendlease.  
Employees bound by an operative enterprise agreement where Lendlease is the employer may have varying benefits. Wages employees and those working in Sales roles may not be covered by this policy. Please review the full policy for further information or refer to your relevant agreement for specific terms and conditions that apply to you.

How do I apply for Parental Leave?

PLAN

Read through the Parental Leave Policy.

PREPARE

Discuss your intention to take parental leave with your manager at least ten (10) weeks prior to leave commencement.Once you have had the discussion with your manager, complete a Parental Leave Application Form no less than four (4) weeks prior to going on leave.You will also need to obtain a copy of your medical certificate or notice of adoption to include with your application.

ACT

Submit a parental leave request in Workday and attach your Parental Leave form and Medical Certificate.  Your Parental Leave period commences on your first day of leave and ends on your last day of leave before returning to work.

FINALISE

An acknowledgement letter will be emailed to you confirming both the paid and unpaid leave dates for your parental leave.

What additional support does Lendlease provide for employees on parental leave?  
To help with balancing work and family life, the below programs are available to Lendlease employees who care for children.  
Parental Leavers Guide Our comprehensive Parental Leavers Guide for employees and managers provides you with all the information you need before you go on parental leave, while you are on parental leave and once you are ready to return to work.  
Parents at Lendlease Lendlease has partnered with return to work and career management experts Parents At Work to create the Parents at Lendlease program. Employees have access to the Parents At Work online portal which holds recent parenting content, courses, tools and checklists for employees and managers.  
Keeping in touch days Keeping in touch (KIT) days are designed to help employees transition back into the workforce by allowing employees on parental leave to work for a period of up to ten (10) days. Work on a keeping in touch day may include:• Participating in a planning day• Attending training• Attending a conference• Setting up IT accessIf you wish to work a keeping in touch day while you are on parental leave, you should discuss the option with your manager. This is only available if suitable for both the business and you. Following the keeping in touch day, you or your manager will need to notify People Connect of the dates and hours worked in order to credit you accordingly.Refer to the Parental Leave Policy for full terms and conditions.

Resources

Parental Leave Policy

Workday

Parental Leave Application Form

Parents at Lendlease

# Article: KB0018868

|  |  |
| --- | --- |
| Created: | 2025-04-25 01:29:25 |
| Updated: | 2025-04-29 18:08:40 |
| Status: | Published |

## Content

Click here to view the Course Sponsorship Policy

# Article: KB0019034

|  |  |
| --- | --- |
| Created: | 2025-01-22 01:01:15 |
| Updated: | 2025-01-22 01:05:06 |
| Status: | Published |

## Content

It is Lendlease policy to support employees through pregnancy, maternity leave and a smooth transition back to work.  
What are the eligibility requirements?  
Employees are eligible to take maternity leave regardless of the number of hours worked and length of service. This right also applies in the event of a still birth after 24 weeks of pregnancy.Employees may receive payments during this period, providing they meet further eligibility criteria outlined in the policy.  
How do I apply?

PLAN

Read through the Family Leave Policy.

PREPARE

On becoming pregnant, you should notify your manager as soon as possible.

ACT

Inform your manager in writing by the end of the 15th week before the Expected Week of Childbirth (EWC), which is the Qualifying Week, or as soon as reasonably practicable of:

The fact that you are pregnant;  
The EWC; and  
The date on which you intend to start your maternity leave.  
Enter your leave request in Workday.

A completed risk assessment form must also be provided to People Connect.  
You must also provide the original copy of your MAT B1 form to your manager who will take a verified copy and submit to People Connect prior to leave commencement.

FINALISE

The company will respond in writing within 28 days of receiving your notice of the date in which you intend to begin your maternity leave, confirming the latest date on which you are expected to return to work.

Can I change my maternity leave start date?  
You are permitted to change your maternity leave start date, provided that you advise your manager and People Connect in writing at least 28 days before the new start date or, if that is not possible, as soon as reasonably practicable.  
Amend your leave request in Workday. Where you have provided notice of a revised start date, the company will respond in writing within 28 days, confirming the latest date on which you can return to work if you take the full 52-week entitlement.  
Am I entitled to time off for antenatal appointments?  
Pregnant employees are entitled to reasonable time off work with pay for antenatal care which has been arranged or recommended by a doctor, midwife or health visitor.Employees should provide as much notice as possible for any appointments.  
Resources

Family Leave Policy

Risk Assessment Form

# Article: KB0018795

|  |  |
| --- | --- |
| Created: | 2021-05-07 01:41:31 |
| Updated: | 2024-02-29 00:08:09 |
| Status: | Published |

## Content

Group People & Culture

Approver's name and title:Alex Christie,Global Head of People & Culture

Effective date:January 2016

Approval date:January 2020

Next review date:                            January 2022

PURPOSE  
Lendlease is committed to creating the best places and to create the best places, we need to ensure we have the best people who can honour our goals and values. The objective of the employment screening process is to ensure the integrity, identity and credentials of employees. Employment screening helps to address a range of employee related risks, such as internal fraud and money laundering and a candidate’s suitability for a role.  
Effective employment screening helps to enable Lendlease to make prudent decisions on hiring, promotions and changes of duties that are based on an informed understanding of an individual’s background and credentials. Screening also helps to ensure compliance with legislative and regulatory requirements.  
SCOPE  
This Group Policy applies to all employees in all locations and in particular applies to:

Executives - all new hires and internal transfers or promotions into Executive roles;  
Specified Roles - all new hires and internal transfers into Specified Roles;  
Retirement Living  - all new hires and transfers within the business; and Prospective and current employees may be subject to Medical Screening where appropriate  
all new hires and transfers into a role which is subject to the Anti-Money Laundering and Counter Terrorism Financing (AML/CTF) legislation.

Dependent on the nature of the work being completed with Lendlease, it may be appropriate for contractors and/or sub-contractors in some regions to be subject to screening under this policy.  
POLICY  
When to conduct screening  
Screening must be completed prior to employment/engagement starting (“commencement”). The Regional Head of People & Culture can provide an exception to commence prior to completion of screening. If an adverse employment screening check is returned post the hiring of an employee, Lendlease reserves the right to terminate employment.  
An internal transfer or appointment into a Specified Role from a non-specified role or a promotion to an Executive position will require additional screening and must be completed before the employee transfers into the Specified Role or is promoted into the Executive position.  
The requirement to complete any employment assessment must be clearly stated within the position advertisement, job description form and/or application form as a pre-requisite for employment consideration. The consent of the prospective employee must be obtained before conducting pre-employment screening by signing the applicant’s declaration (part 2) of the Pre-Employment Medical Assessment paperwork.  
Medical Screening

Employment medicals may be used to screen prospective and existing employees for any medical, mental health conditions or physical capabilities to assess their ability to perform the inherent requirements of the role.  
Screening of employees may be warranted based on the nature of the work, or area within which the work is to be performed e.g. manual handling duties.  
Screening should be conducted in a manner that is fair and consistent, ensuring compliance with employment legislation, and State and Federal equal opportunity and anti-discrimination legislation.  
Prospective employees may be assessed as unsuitable on medical grounds where a pre-existing medical condition, or effects of ongoing medication, will prevent the prospective employee from being able to carry out the inherent requirements of the position.

Re-screening  
All employees of the Retirement Living business are required to be screened as per the relevant Aged Care legislation including pre-employment and during employment.   
Base level screening  
Lendlease’s base level screening includes a range of checks designed to verify the applicant's identity, their technical capabilities, work history,  probity and active criminal history. It covers the personal and technical elements which collectively represent a person's integrity.Impacted applicants are required to undergo Base Level Screening which includes:

identity and work eligibility checks  
confirmation of background and qualifications  
criminal history screening

Base Level Screening will aim to:

confirm the accuracy of the applicant's background and qualifications  
confirm the probity of the applicant

Additional screening, above Base Level Screening (i.e. additional components), is required for applicants being considered for a Specified Role or an Executive position. Additional screening may consist of but not be limited to financial regulatory checks, shareholder and directorship checks.  
Responsibilities  
People Connect, Resourcing and/or Strategic Business Partners - People & Culture (in countries that are not supported by People Connect) coordinate the screening:

booking appropriate screening services from the vendor,  
ensuring all documentation has been forwarded to the appropriate vendor,  
ensuring that private and confidential information is satisfactorily managed.

People Connect are responsible for monitoring adherence to this policy, in particular to manage the relationships with external vendors of screening services, reporting to businesses and advising  Strategic Business Partners - People & Culture and the Hiring Manager on screening issues.  
Screening Issues and allowable exceptions  
Employment screening cannot be waived for in-scope employees; however, there is an allowable exception to policy namely:

As part of an acquisition whereby negotiated terms may exclude the screening of acquired employees for those who have already satisfied Lendlease's screening components

With respect to a business acquisition, the relevant General Manager, People & Culture and other stakeholders involved in the acquisition/tender process must ensure that the acquired business employees who will become Lendlease employees have satisfied Lendlease’s screening requirement. If not, acquired employees who fall within the scope of this policy are required to be screened. Addressing screening during an acquisition should be considered as part of the acquisition/tender process and managed comprehensively as part of the business integration process (on a case-by-case basis).  
Discrepancies  
Any discrepancies identified by the screening process must be considered by the Hiring Manager in conjunction with the relevant General Manager, People & Culture for the business in accordance with the Employment Screening Review Guidelines and Actions document that is available to the General Manager, People & Culture for each business. Any discrepancies between the results of screening and information disclosed by an applicant should be considered on a case by case basis, taking into account:

all of the circumstances including the context, relevance and seriousness of the inconsistency;  
whether Lendlease was misled in relation to the discrepancy; and  
whether the discrepancy impacts the applicant's capacity to perform the inherent requirements of the role (e.g. undisclosed criminal record would be considered far more material than a minor error in employment dates).

If a criminal history screening returns a disclosable court outcome, the General Manager, People & Culture in conjunction with the Business CEO will decide whether further action is required. This may include the withdrawal of an offer of employment/engagement or the termination of the employment/engagement.  
Criminal Checks (UK) In the United Kingdom, regulations have been established by the Disclosure and Barring Service (DBS) with a view to better safeguarding the environments in which children or vulnerable persons are located. They are intended to provide information to help inform recruitment and employee project placement decisions.  
Mandatory checks are undertaken for employees, contractors, agency workers and subcontractors who have been identified by the business as satisfying the Lendlease criminal checks criteria.  
An appropriate record of results of discrepancy inquiries is to be maintained by People Connect.  
Consequences of breaching this policy  
Disciplinary action may be taken at Lendlease’s sole discretion if this policy is breached. This may include action up to and including dismissal in appropriate circumstances.  
DEFINITIONS  
Applicant - An existing Lendlease employee or external candidate applying for a position of employment   
Specified Role - Specified Roles are defined as positions which are at a greater risk of being exposed to fraudulent activity or in a position of control i.e. certain Finance roles including Treasury & Payroll; Investment Management. These roles will be reviewed and approved annually by the Group Head of People & Culture, Group Head of Risk and and Group Head of Compliance.   
Executive - An Executive is defined as those employees who occupy a  CJF Level of Executive I, Executive II, Executive III or Executive IV.  
FURTHER INFORMATION AND RELATED MATERIALS  
People Connect is responsible for ensuring that the applicant has supplied all documentation to the relevant vendor prior to them commencing with Lendlease. For any questions regarding this policy, please contact People Connect.  
Download Employment Screening Policy

# Article: KB0018775

|  |  |
| --- | --- |
| Created: | 2025-05-05 20:15:38 |
| Updated: | 2025-05-05 20:25:15 |
| Status: | Published |

## Content

Lendlease supports employees in meeting their work and family needs including when they have a sick dependent, resulting in a break down in normal care arrangements. Lendlease will assist eligible employees by reimbursing part of the cost involved in organising an approved or registered carer to care for their sick dependent in the home.

What are the eligibility requirements?  
Permanent and fixed-term employees of Lendlease are eligible for the rebate, subject to policy conditions.Individuals employed under the terms and conditions of an operative enterprise agreement with a Lendlease group company, should refer to the relevant enterprise agreement to determine if this policy applies to you.

How do I apply?

PLAN

Ensure you meet the eligibility requirements listed above.

PREPARE

Organise a registered carer for your sick dependent and pay for the service. Obtain a receipt for the service provided. Additionally, you will need to obtain a medical certificate for your dependant.

ACT

Complete the Sick Dependant Rebate Form and email the form, the receipt and medical certificate to the relevant payroll team.Lendlease Services: Payroll.Admin@lendlease.com Lendlease Engineering: Payroll.Admin@lendlease.com All other Lendlease Companies: PayteamAU@lendlease.com

FINALISE

You will be reimbursed the relevant amount in the next available pay run. Reimbursement will result in a reportable fringe benefit being included on your annual payment summary.

What does the rebate entitle me to?  
Lendlease will reimburse costs involved for five days of emergency care per calendar year per child.The employee will pay a maximum of $25 per day. Claims will be paid only within the current fringe benefit tax year (1 April - 31 March).Reimbursement will result in a reportable fringe benefit being included on the employee’s annual payment summary.

Resources

Sick Dependent Rebate Form

Fringe Benefits Tax

# Article: KB0019046

|  |  |
| --- | --- |
| Created: | 2025-03-16 19:50:37 |
| Updated: | 2025-03-18 23:07:33 |
| Status: | Published |

## Content

Click here to view the Attendance Management policy

# Article: KB0018729

|  |  |
| --- | --- |
| Created: | 2025-04-01 21:13:21 |
| Updated: | 2025-04-01 21:23:47 |
| Status: | Published |

## Content

Lendlease provides medical coverage for Hawaii employees through UHA Health Insurance.

What are the eligibility requirements?  
Salaried employees and hourly employees working a minimum of 20 hours per week will be eligible for medical insurance as per the Hawaii Prepaid Health Care Act.  
How do I enrol?  
As a new hire, you have 31 days from your start date to elect healthcare benefits. New employees should go to the Benefits Center (www.Lendlease.hrintouch.com) to complete all benefit enrolments with the exception of the 401(k) plan.  Per the Plan provisions, if you do not make an affirmative election to enrol in, or decline healthcare coverage (i.e., fail to enrol) within 31 days from your start date, you will be deemed to have elected to waive coverage under all Plans, except the Plan’s default benefits.  
When enrolling an eligible dependent, such as a spouse/domestic partner or child(ren), certain documentation will be required for verification, such as a birth certificate, marriage certificate.  
If you miss the 31-day election window, you will be able to enrol during the Open Enrolment period in November for benefits to be effective January 1 of the following year.  
If you have a qualifying event, such as a marriage, divorce, birth of a child, loss of other coverage, etc. you will be able to change your benefit elections mid-year by going to the Benefits Center within 31 days following the life event.  
How do I use the UHA medical benefit?   
Once you receive your member ID card. Log on to the UHA website and register. You will then have 24/7 access to:

Locate participating providers  
View medical and drug claim information  
View plan benefits  
Print your medical and drug identification cards

Who can I contact about my UHA medical benefit?  
You can contact UHA customer service on 1 800-458-4600. When requested, quote the Lendlease UHA Group number # 9861-0001. You can also contact Health Advocate at 866-695-8622.  
Resources

UHA website

UHA Medical and Prescription Plan Summary

UHA Summary of Benefits and Coverage (SBC)

Dependant Verification Requirements

Receiving Medical Care Outside of Hawaii

Extended Fill Sub Notice

Smoking Cessation Program

Urgent Care Providers

Weight Watchers Rebate Form

Qualifying Life Event

# Article: KB0019036

|  |  |
| --- | --- |
| Created: | 2025-02-04 00:56:01 |
| Updated: | 2025-02-04 01:27:03 |
| Status: | Published |

## Content

It is Lendlease policy to support new parents by granting partner leave to eligible employees.

What are the eligibility requirements?  
Employees who are the partner of the child's primary carer and will have some responsibility for the child's upbringing are eligible. The employee must have twenty six (26) weeks' continuous service by the Qualifying Week (15th week before the week in which the baby is due).  
How do I apply?

PLAN

Read through the Family Leave Policy.

PREPARE

Discuss with your manager your intention to take Ordinary Partner Leave (OPL).

ACT

Birth child:Inform your manager in writing, of your intention to take OPL providing notice by the end of the Expected Week of Childbirth (EWC). This should state:

The date on which your partner's baby is due or placement date of the child;  
The length of partner leave that you wish to take (up to four weeks); and  
The date on which you wish the period(s) of leave to commence.

Enter your leave request in Workday.   
You must also provide written notice of the actual date of the baby's birth as soon as practicable after the birth.Adopted child:Inform your manager in writing, of your intention to take OPL providing notice no later than seven (7) days after the date on which notification of the match with the child was given by the adoption agency. This should state:

The date the child is expected to be placed for adoption;  
The date you intend to start your period(s) of OPL;  
The length of intended partner leave; and  
The date on which the adopter was notified of having been matched with the child.

Enter your leave request in Workday

FINALISE

Lendlease will respond in writing within twenty eight (28) days of receiving your notice of the date in which you intend to begin your OPL.

Can I change my partner leave start date?  
You are permitted to change your partner leave start date, provided that you advise your manager and People Connect in writing at least twenty eight (28) days before the new start date or, if that is not possible, as soon as reasonably practicable.  
Am I entitled to time off for antenatal appointments?  
Employees have the right to take time off to accompany their pregnant partner to up to two (2) antenatal appointments made on the advice of a doctor, midwife or health visitor. This time off will be unpaid.Employees should provide as much notice as possible for any appointments.  
Resources

Family Leave Policy

# Article: KB0018980

|  |  |
| --- | --- |
| Created: | 2025-04-20 20:55:18 |
| Updated: | 2025-04-27 18:18:17 |
| Status: | Published |

## Content

Our Global Induction Program welcomes new employees to Lendlease and provides information about where and how we began, where our business is now, and where we want to be in the future. It’s about setting you up for success in your new role with all the necessary resources, support and assistance you need. Your manager also plays a key role in this process.  
To help you settle in, we have developed a checklist focusing on your first day, week, month and beyond. To get started, download the checklist and complete all items with your manager or assigned team member.

What is the induction process?  
Your induction period is the first three (3) months from the day you join Lendlease. During your induction, you will: • Complete the Induction Certification on Workday Learning• Complete any compliance training assigned to you• Receive additional induction information from your business, manager or team member• Complete Introduction to Leadership at Lendlease if you are a people manager  
Resources

Employee Checklist - Global

Investment Management - Additional Resources

# Article: KB0018920

|  |  |
| --- | --- |
| Created: | 2025-04-25 02:05:02 |
| Updated: | 2025-04-29 18:05:48 |
| Status: | Published |

## Content

Click here to view the Outpatient Healthcare Policy

# Article: KB0018724

|  |  |
| --- | --- |
| Created: | 2025-03-24 00:29:32 |
| Updated: | 2025-03-24 00:57:01 |
| Status: | Published |

## Content

To establish equity and consistency across the Lendlease Americas Region and provide a unified, market driven approach to automobile and commuting allowances across all businesses, the Auto and Commuting Allowance Policy has been instituted.Auto Allowance Auto allowance is paid to employees who regularly use their personal vehicle on company business.  Regularly is defined as three (3) or more days per week for a period of more than 90 days.  All allowances are gross, taxable income and will be paid bi-weekly on the normal pay check cycle, effective the first full pay-period on the project. If an employee transfers to a project in the middle of a pay-period, it will not be paid until the next full pay-period.ELIGIBILITY The below eligibility requirements must be met and approved by the Managing Director in order to receive an Auto Allowance.1. Required to regularly drive personal vehicle more than 20 miles per day between jobsite locations or on other regular business activities.2. Required to regularly drive personal vehicle on broad acre development projects (i.e. MHPI).\* Lendlease prohibits billing to clients, and reimbursements by clients, of costs greater than this policy provides to employees.ENTITLEMENT Gross Auto Allowance Rates. Based upon amount of travel and level of role:

Annual Gross Allowance    
Bi-Weekly Gross Allowance

$12,000  
 $461.54

$9,800  
$376.92

$7,500  
$288.46

$5,000  
$192.31

Commuting Allowance A commuting allowance may be paid to an employee based upon the below eligibility requirements and must be approved by the Managing Director.  All allowances are gross, taxable income and will be paid bi-weekly on the normal pay check cycle, effective the first full pay-period on the project. If an employee transfers to a project in the middle of a pay-period, it will not be paid until the next full pay-period.  
The commuting allowance is not be used to pay mileage for home leave travel when on an out-of-town living assignment. In this situation regular mileage expense forms should be submitted to Accounts Payable for approved reimbursements.  
ELIGIBILITY Commuting allowances are determined on an individual, case by case basis, and will be subject to periodic review. Employees located in an office will not be eligible for a commuting allowance.1. Employees travelling more than 50 miles one way from home to their project site, or incurring additional, significant tolls or mass transit expense (outside of their normal commuting expense) as a result of a change in project location.2. Allowance based upon “additional” mileage incurred as a result of new project location. 'Additional mileage' is defined as the calculated number of miles driven in excess of 50 miles one way from home to the project site. Allowance amount will be based upon the current IRS rate per mile or transit expense incurred. For example, if an employee travels 80 miles one way from home to his or her project site, only the incremental 30 miles would be reimbursable each way.Employees receiving a Commuting Allowance will not generally be eligible to receive an Auto Allowance.\* Lendlease prohibits billing to clients, and reimbursements by clients, of costs greater than this policy provides to employees.SUPPORTING INFORMATION    Access the Auto and Commuting Allowance Policy  Access the Auto and Commuting Allowance Frequently Asked Questions Access the Commuting Allowance Form

# Article: KB0019060

|  |  |
| --- | --- |
| Created: | 2025-03-16 19:50:44 |
| Updated: | 2025-03-18 23:09:10 |
| Status: | Published |

## Content

Click here to view the Subsistence Allowance policy

# Article: KB0018867

|  |  |
| --- | --- |
| Created: | 2025-04-25 01:27:26 |
| Updated: | 2025-04-29 18:08:52 |
| Status: | Published |

## Content

Click here to view the Education Assistance Policy

# Article: KB0018759

|  |  |
| --- | --- |
| Created: | 2024-10-02 02:14:06 |
| Updated: | 2024-10-02 03:31:27 |
| Status: | Published |

## Content

Employees who are not eligible for Preference may still access the following benefits.

Charitable donations  
Charity donations are a tax efficient way to donate straight from your pay each month to your choice of charity.Donations are made via the Charities Aid Foundation (CAF). You can choose to either make donations to the charities of your choice, or hold the funds so you have money set aside to donate whenever you choose.Your monthly contribution is deducted from your salary before tax is calculated meaning that you pay less tax, enabling you to give more to your chosen charity if you wish. You do pay National Insurance contributions on your monthly contribution.   
You can make monthly contributions of between £10 a month and £2000 a month.   
Charity contributions are recognised by HRMC as qualifying for tax relief.   
The amount of tax you save depends on what tax band your earnings put you in.   
The table below shows tax savings and NI costs based on a £20 monthly contribution for a higher rate tax payer.

Tax Band

Monthly Tax Saving

Monthly NI Cost

Overall Saving

Higher Rate (405)

£8

0.40p

£7.60

PLAN

You can set up regular monthly donations and change your monthly contribution at any time during the year. Changes must be made by the end of the current month to take effect from the 1st of the following month.

ACT

Nominate your charity or charities and the amount you would like to donate on the Charity Nomination Form.Return your completed form to Charities Aid Foundation (CAF) at enquiries@cafonline.org

FINALISE

The Charities Aid Foundation (CAF) administers the monthly contributions and makes payment to the relevant charities on your behalf each month. They will contact you directly to confirm your contribution.   
If you are leaving Lendlease, a full month contribution will be deducted from your final salary and any future payments will cease. If you wish to continue contributing to your chosen charity or charities you should contact CAF at enquiries@cafonline.org directly, or your new employer may allow you to make charitable donations through their payroll.

Eye care vouchers  
As a Lendlease employee you are entitled to one eye care voucher every two years. This important ocular health check can detect eye conditions, in some cases, long before you notice any change in your vision. This check can even give early warnings of more serious health conditions, such as high blood pressure, diabetes or glaucoma, which can lead to blindness.    
If you are a DSE user, you can request an eye examination at any time. If you requesting a further voucher outside of the employee two-year eligibility criteria, this will only be permitted if it has been recommended by your optician and is clearly visible on your DSE form.   
Each voucher includes: - A full eye examination at any of Specsavers’ 700 stores nationwide - A pair of glasses from Specsavers’ £45 range of frames - Single vision and Pentax lenses fitted as standard - Scratch resistant treatment as standard  
You also have the choice to upgrade to a more expensive pair of frames in which case a £45 contribution will be made.  
 The Ultimate value for money option If you upgrade to the £99 designer range of frames or above, you will receive an additional £20 discount, making the total contribution towards the cost of your frames £65. The Specsavers 2-4-1 offer is also applicable; therefore, if you chose a £99 pair of frames you would receive 2 pairs of designer glasses for a personal contribution of £34.  
This voucher does not entitle you to safety glasses. If you require safety glasses for use on a Lendlease site, please talk to your People Manager who can advise you of how to make this purchase.  
Your voucher will be valid for one year only. If you do not use your voucher within this timeframe and it expires, you will not be eligible to receive a further Company paid voucher until you become eligible again.

PLAN

Before requesting your eyecare voucher please consider the following options:If you are eligible for Preference this voucher should be requested via your Preference account.If you are a DSE user please refer to the DSE information below.

ACT

Contact People Connect on 0208 271 8444 to request your voucher

FINALISE

You voucher will be sent to your email address, you should expect to receive your voucher by the 1st of the month following your request.  
Lendlease have chosen Specsavers as the provider as they deliver a high standard of service and health care for our employees.  
You will be able to secure an appointment typically within a week, but often sooner. As a reminder, Specsavers will make a courtesy call and/or text you 24 hours before the appointment. If glasses are not required, you can claim a pair of non-prescriptive sunglasses from a set range equivalent to the value of the voucher. The voucher is no longer valid after your last day of employment.

Private Medical Benefit

PLAN

UK employees if you receive private medical funding as part of your contract and you have confirmed your enrolment into the Healthcare benefit you can contact the BUPA Healthcare team to arrange a consultation or arrange treatment based on the information received from your GP open referral.  
Before calling you will first need to obtain a referral from your GP, unless your claim relates to musculoskeletal, cancer, mental health or cataract symptoms in which case you can contact the team directly without seeing your GP.  
Italy Employees all employees have Medical Cover as a core benefit. The plan covers the reimbursement of medical expenses as specified in the benefit schedule.

ACT

UK Employees can contact the BUPA Healthcare team on 0345 600 3240 in order to arrange next treatment steps.  
You can also contact the Anytime Healthline 0345 607 7777 for 24/7 consultations and advice from a nurse or GP or for Elderly Care support on 0330 134 6696.  
Italy Employees can contact the OneCare team on 800 864 568 or email info.onecare@aon.it for information or queries.For medical expense reimbursement employees can either use their online web portal at www.onecare.aon.it or complete the claim form and return this by post.

FINALISE

UK Employees BUPA will confirm recommended next steps and provide details of BUPA recognised consultants who can provide further treatment if required. There is an excess which applies should any further course of treatment be required beyond the initial telephone consultation.Italy Employees can keep up to date and track their claims through their online account at www.onecare.aon.it.

Who can I contact regarding the benefits?  
For any issues with downloading any forms, contact People Connect on 0208 271 8444 and select option two or ask People Connect online using the button on the top right hand corner of this page.

Resources  
 Eye care vouchers

Specsavers - Book An Appointment

DSE Form

Charitable donation

Find a Charity

Charity Nomination Form

Private Medical Benefit

UK Employees Open Referral Process

# Article: KB0019019

|  |  |
| --- | --- |
| Created: | 2021-05-08 19:09:51 |
| Updated: | 2024-02-29 00:08:10 |
| Status: | Published |

## Content

Lendlease encourages community service and understands the important role it plays in society. Defence leave is offered to eligible employees to enable the attendance of compulsory training or deployment associated with defence service.

What are the eligibility requirements?  
Permanent and fixed-term employees of Lendlease are eligible.Employees bound by an operative enterprise agreement where Lendlease is the employer may have varying benefits. Please refer to the relevant agreement for specific terms and conditions that apply to you.   
How do I apply?

PLAN

Read through the Defence Leave Policy.

PREPARE

Notify your manager as soon as you have a request from your Commanding Officer to attend defence services training or active duty. Discuss the approximate number of leave days you require.

ACT

Once you have obtained your manager’s agreement, submit a Defence Leave Application in Workday. Your manager will approve the leave request in Workday. On completion of defence leave, ensure you collect your certificate of attendance from your Commanding Officer.

FINALISE

Upon your return to work, provide your manager with your certificate of attendance.

Resources

Defence Leave Policy

Workday

# Article: KB0018900

|  |  |
| --- | --- |
| Created: | 2025-04-25 01:33:51 |
| Updated: | 2025-04-29 18:08:05 |
| Status: | Published |

## Content

Click here to view the Medical Leave Policy

# Article: KB0018938

|  |  |
| --- | --- |
| Created: | 2025-04-21 23:47:09 |
| Updated: | 2025-04-29 18:11:37 |
| Status: | Published |

## Content

Click here to view the Gender Affirmation Policy

# Article: KB0019114

|  |  |
| --- | --- |
| Created: | 2021-05-02 20:23:16 |
| Updated: | 2024-02-29 00:08:11 |
| Status: | Published |

## Content

At Lendlease, we are committed to taking care of the people that keep our company thriving. Our goal is to create a workplace that supports people to seek happy, healthy and productive lives.  To encourage a healthy lifestyle we are pleased to offer annual health assessments through our partnership with Executive Health Solutions (EHS).

What are the eligibility requirements?  
Executive level employees based in Australia who have passed their probationary period are eligible for a Classic Health Assessment on an annual basis.  
What does the Classic Health Assessment involve?  
The assessment takes approximately two hours and is undertaken at an authorised EHS clinic.  
Full details on what is covered during the session can be found in the Executive Health Brochure.   
On completion, a report including pathology and ECG results will be available for you via a secure online portal. This information is strictly confidential and no personal data will be released to Lendlease.  
How do I make or reschedule an appointment?  
A member of the Executive Health Solutions (EHS) team will contact you to arrange an appointment following the successful completion of your probationary period or 12 months following your previous assessment. If you do not hear from EHS then please contact People Connect.  
If you are required to cancel or reschedule your appointment then please contact the Health Assessment Centre, confirmed in your pre-assessment correspondence, as soon as you are aware that you are unable to attend. Please note, cancellations or postponements made within seven business days of the appointment may incur a fee.   
Resources

Executive Health Brochure

# Article: KB0018823

|  |  |
| --- | --- |
| Created: | 2021-05-05 22:29:46 |
| Updated: | 2024-02-29 00:08:11 |
| Status: | Published |

## Content

Americas People & Culture

Approver's name and title:  
Teena HesterHead of People & Culture, Americas

Effective date:  
August 2017

Review date:  
January 2020

Next review date:  
January 2021

PURPOSE The company recognizes the need for employees to take extended leave of absence for personal reasons up to 6 months.SCOPE All Lendlease Employees in US.POLICY The maximum amount of time for an Unpaid Personal Leave of Absence (UPLOA) is six (6) months.  This leave of absence must be approved by your manager. The duration of UPLOA is longer than one (1) month and maximum six (6) months. Employee must exhaust all available PTO prior to the commencement of the UPLOA.The leave is treated like a termination but not eligible for a 401(k) distribution.  If you have a 401(k) loan, you must contact the Benefits team in Charlotte, North Carolina to arrange payments.  Otherwise, if the loan is not paid within 90 days of the first day of the Leave of Absence, your loan will be defaulted.Health Insurance benefits end as of the end of the month of the last day worked\*.Example of an UPLOA:From 4/18/16 through 7/8/16\*Last Day Worked is 4/15/16Effective first day of Leave is 4/18/16Health Insurance Benefits end 4/30/16Then COBRA will be offered for up to 18 months. COBRA information will be mailed to your home address from Flores & Associates.All other benefits end on the last day worked.  This includes Employee Life, Dependent Life, AD&D, Short-Term Disability, and Long Term Disability.Upon returning from an Unpaid Personal LOA, an employee will be paid their old salary or negotiated new salary.\* Last day of PTO in the event you are exhausting your PTO in order to take an Unpaid Personal Leave.Holidays are not paid during an Unpaid Personal Leave of Absence.REFERENCE Refer to the Unpaid Personal Leave of Absence process for more detailed process steps regarding applying for Unpaid Personal Leave of Absence (UPLOA). SUPPORT CONTACT INFORMATION LendleaseAttn: Candi Whelpley/Benefits2320 Cascade Pointe BlvdSuite 300Charlotte, NC 28208Tel. 704.357.2968Fax. 704.357.6529

# Article: KB0019095

|  |  |
| --- | --- |
| Created: | 2024-07-12 07:24:50 |
| Updated: | 2024-07-14 19:53:42 |
| Status: | Published |

## Content

Course sponsorship provides employees with the opportunity to acquire new knowledge and skills through short courses, seminars and workshops provided by external learning institutions and organisations.

What are the eligibility requirements?  
Permanent full-time and fixed-term employees who meet the criteria below are eligible:- The course of study must fulfil the employee’s development plan - Attendance at the course must not impact on the ability for the employee to fulfil the requirements of their role.Employees must complete the Education Assistance Form to obtain approval from their relevant managers and/or by the relevant Business Unit Head before enrolling and/or attending the course.

How do I apply?

PLAN

Read through the Course Sponsorship Policy and confirm that the proposed course, seminar or workshop meets the relevant requirements. Refer to Upcoming Courses - Make sure there are no courses available similar to what you plan to attend.

PREPARE

Discuss with your manager your interest to attend the course, seminar or workshop.

ACT

Once you have obtained your manager’s approval in principle, complete the Study Sponsorship Form at least one (1) month in advance and submit the application to your 1 - up manager for an email approval.  
You will be required to raise a ServiceNow request here and attach the supporting documents which includes the application forms and email approval in the ticket.Should your course sponsorship exceed S$5,000/ MYR10,000, the Education Assistance policy will apply.  Singapore employees:   
If you are eligible for funding grants from the Singapore government, the subsidy will be applied automatically by default from the training vendor and processed after the course completion.   
Malaysia employees:   
If you are eligible to apply for the HRD Corp Claimable course, please ensure that you attach the required supporting documents (Course Invoice/Quotation, Course Content, Trainer's Profile and Training Schedule) in your submission.

FINALISE

If there are any changes to the course date, course cancellation or failure to attend for any reason, please inform your managers.For any cost related changes, please inform Finance Services accordingly. Upon completion of your course, please notify your line manager in writing.

How do I apply for course sponsorship payment?  
Raise a Purchase Order/ submit a claim through Finance, attaching the relevant invoices and study sponsorship request form.Select study reimbursement as the expense type.Enter the study sponsorship application reference number in the justification field. Please note that a signed return of service agreement must be presented to Finance upon request for courses above S$5,000/ MYR10,000.Contact Finance if you require assistance.

Resources

Course Sponsorship Policy

Course Study Sponsorship Application Form

Quick Facts - Study Sponsorship Process

Finance Contact Details

# Article: KB0019134

|  |  |
| --- | --- |
| Created: | 2025-02-13 19:22:55 |
| Updated: | 2025-02-13 20:02:18 |
| Status: | Published |

## Content

Most Lendlease offices will be closed in observance of public holidays.

2025 Public Holidays  
Holiday Schedule (United States)

Date

Day

Holiday

01 Jan

Wed

New Year’s Day

20 Jan

Mon

Martin Luther King Jr. Birthday

17 Feb

Mon

President’s Day

26 May

Mon

Memorial Day

19 Jun

Thu

Juneteenth National Independence Day

04 Jul

Fri

Independence Day

01 Sep

Mon

Labor Day

11 Nov

Tue

Veterans Day

27 Nov

Thu

Thanksgiving Day

28 Nov

Fri

Day After Thanksgiving

25 Dec

Thu

Christmas Day

26 Dec

Fri

Day After Christmas

Notes  
Times indicated are local time.  
PTO should be used if you take time off for a holiday that is not listed above.  
Americas Company Holidays Policy

# Article: KB0018970

|  |  |
| --- | --- |
| Created: | 2024-12-19 05:37:52 |
| Updated: | 2024-12-19 07:43:14 |
| Status: | Published |

## Content

This step in the recruitment process will be led by your Talent Acquisition Partner. They will need your input at several stages.In the spirit of ongoing learning and career development, Lendlease encourages hiring managers to give full consideration to all internal applicants. All internal applicants will be long-listed & reviewed by the Talent Acquisition Partner. Internal applicants follow the same process as external applicants. However, hiring managers will lead the feedback process post interviews and offer management for internal candidates. If an employee does not meet the required skills for the role and is not shortlisted for an interview, they will receive a feedback call from the Talent Acquisition Partner. All roles will be simultaneously advertised internally and externally for a minimum of 5 days.   
There is a Quick Reference Guide on Giving Feedback on the Recruitment Portal.Interviews will be conducted for all positions and candidates will be assessed against the capabilities identified through the Job design process. Generally, a candidate should participate in two rounds of interview for the role, excluding an initial phone discussion with the recruiter and any pre-offer assessments. The interviews should be panel based and focus on technical fit, cultural fit and/or leadership fit.  Offers will be made in-line with the CJF salary band and/ or budget allocated for the position. Managers should consult with their People & Culture Representative should they have any questions regarding the salary budgets or packaging options.To ensure there is no unnecessary cost to Lendlease or misrepresentation of our organisation, you should speak with your Talent Acquisition Partner before engaging recruitment agencies.

Interview Techniques  
The initial screening of the candidates will be primarily led by the Talent Acquisition Partner. During the recruitment process People Leaders are coached by Talent Acquisition Partner on best practice interview techniques which are aligned to Lendlease Strategy, Key Principles and Core Values. Jointly, the hiring managers and the Talent Acquisition Partner will develop a Recruitment Action Plan which will detail the planned recruitment approach and design for the interview process.There is a Quick Reference Guide on Interview Tips available on the Recruitment Portal.  
How do I select a successful candidate?

PLAN

Prepare your candidate requirements such as experience and competencies.   
Develop the Recruitment Action Plan with your Talent Acquisition Partner.  
The Recruitment Action Plan will identify:

The Recruitment Strategy for this role  
What an ideal candidate looks like  
Panel members for both interviews plus defining the purpose of each interview & panel member.

PREPARE

The Talent Acquisition Partner will source and pre-screen potential candidates based on the agreed requirements.  
All roles will be advertised internally and externally for a minimum of 5 business days.The Talent Acquisition Partner will end you through potential candidates (internal and external) as they are short-listed. Your feedback helps to continue to direct the search.Review your availability for interviews and finalise your interview plan and questions. The Talent Acquisition team will work with you and other panel members to book in the interviews with candidates.  
Review the Quick Reference Guide on Interview Tips.

ACT

Allocate time to interview your shortlisted candidates.  
Conduct the interview with each candidate with respect and be present in the conversation.Provide feedback to your Talent Acquisition Partner after interviews.

FINALISE

Once a successful candidate has been identified the recruiter will confirm the candidate for the role in WorkdayReview and approve the offer in Workday.If the terms are outside of the original Job Requisition, further approvals may be required based on the Limits of AuthorityDepending on the role and the region the candidates may be taken through additional pre-employment screening.If the successful candidate is an internal candidate you will agree the process for transitioning to the new role, including notice period, with their existing manager.As the hiring manager, you will notify successful internal candidates and offer the role. All internal applicants who were interviewed must receive timely and constructive feedback from the hiring manager.  
The Talent Acquisition Partner will notify and offer the role to external candidates, and provide feedback to unsuccessful external candidates.  
People Connect will manage the offer letter process including the generation, issuing and collection of the new starter paperwork in order to setup the new employee record.  
Once the written offer is received, the hiring manager will be the lead contact for the new starter (both internal & external). The key to creating a great candidate experience is to maintain consistent contact through the notice period and ensure the new starter knows the details for Day 1.  
Prior to the employee’s first day you will receive a notification to begin the process of onboarding the new employee.Onboarding information can be found on the Onboarding and Induction page.

Resources

Europe - Resourcing Process Flow

Europe - Interview Scoring Sheet for internal candidates

Europe - Interview Scoring Sheet for external candidates

Recruitment Recharge Model

FAQs  
Q - Where can I get interviewing tips?A - Chat with your Talent Acquisition Partner who can coach you and provide interviewing tips and techniques. There is a Quick Reference Guide on interview tips available on the recruitment portal  
Q - How long does the recruitment process take?A - This depends on a number of factors, so it can be hard to estimate. Discuss your expectations with your Talent Acquisition Partner and work with them to agree a recruitment timeline and action plan.  
Q - What if I want to make an offer to a current Lendlease employee?A - Lendlease encourages offers of roles to employees. However, for transparency of all opportunities at Lendlease, all roles must be advertised internally for a minimum of 5 business days. You can actively encourage your preferred candidate to apply for the role in Workday.   
Q - What do I do if an internal candidate is not the preferred candidate?A -   
Internal Candidates: Your Talent Acquisition Partner will provide feedback to internal candidates who do not reach interview stage. If you have interviewed the employee as part of the recruitment process, you will provide the feedback to the employee. This is a key component to creating a great candidate experience and supporting the development of all Lendlease people. There is a Quick Reference Guide on Providing Feedback and your Talent Acquisition Partner can provide support for this conversation.   
External Candidates: Your Talent Acquisition Partner will work with you to provide feedback to unsuccessful candidates.  
Q - How do I prepare for my new starter?A - The Recruitment and Onboarding section on ServiceNow has a wealth of information to help prepare for your new starter.  
Once the written offer is signed, the hiring manager becomes the lead contact for both internal and external new starters.  
Q - Where can I go for more information or help?A - Click the Contact Us button in the top right hand corner of the screen to find your Talent Acquisition Team and People Connect contact details.

# Article: KB0019051

|  |  |
| --- | --- |
| Created: | 2025-03-13 04:17:10 |
| Updated: | 2025-03-13 18:03:18 |
| Status: | Published |

## Content

Click here to view the Anti-Harassment and Bullying policy

# Article: KB0018957

|  |  |
| --- | --- |
| Created: | 2025-04-25 02:22:32 |
| Updated: | 2025-04-29 17:58:52 |
| Status: | Published |

## Content

Click here to view the Parental Leave Policy

# Article: KB0018982

|  |  |
| --- | --- |
| Created: | 2024-12-19 04:52:08 |
| Updated: | 2024-12-19 04:53:25 |
| Status: | Published |

## Content

As a people manager at Lendlease it is important you understand your authority and accountability in relation to people management processes and take responsibility for your decisions.  
Our People & Culture people manager approvals guidelines ensure that approvals are made at the right level and provides governance and controls around people management processes.  
They address commercially based decisions in relation to:-

Recruitment (request to hire and offer management)  
Compensation related requests (including education assistance)  
Employee leave  
Employee job changes  
Employees separation (employees leaving Lendlease)  
Performance reviews  
Training approval

What can I approve?  
Your Career and Job Framework (CJF) job level will determine your span of authority and accountability for decision making in relation to all people management decisions including the extent to which you have the authority to approve people related requests/impacts.If you are unsure of your CJF job level you can find this information in your profile on Workday.Approvals for people management processes include two categories: - Approvals with a compensation or significant cost component. - Approvals that do not have a direct or a significant cost component.Approvals are typically ‘one-up’ (your manager approves), or ‘two-up’ (both your manager and their manager approves) and follow the manager’s reporting line. However, when a process has a compensation or significant cost component, the process may also have a 'Limit of Authority' associated with it.  
What are the P&C Limits of Authority?  
Lendlease Limits of Authority (LOA) define financial parameters associated with a process or request. When a request exceeds the financial parameters defined for the process LOA approval will be sought in addition to the ‘one-up’ or ‘two-up’ manager.For example, recruitment will typically require approval by the requestor’s ‘one-up’ and ‘two-up’ manager. However, when the salary requested is outside of the CJF salary range for the role further approval is required by the Regional Head of P&C.  
Where do I go to approve requests?  
In most cases requests are approved within Workday.  
Resources

P&C Approvals Matrix and Limits of Authority

Workday Toolkit for People Managers

# Article: KB0019086

|  |  |
| --- | --- |
| Created: | 2021-05-05 18:58:54 |
| Updated: | 2024-02-29 00:08:11 |
| Status: | Published |

## Content

If you are considering an international career move, you need to investigate your right to work in the country or countries you are interested in and your eligibility for relocation assistance.

What are the right to work and visa requirements?  
Some countries have very specific requirements that dictate whether or not you will be able to work there. Your ability to secure a right to work will depend on a number of things including the type of work, citizenship and qualifications.These regulations are strictly governed by national departments with responsibility for immigration and border protection and we take these very seriously as they could impact our ability to run operations in a country.  We recommend you refer to the relevant national government’s visa information pages.   
Do I receive relocation assistance?  
Relocation assistance does not apply to all roles and is dependent on individual circumstances and affordability to the business. Details of a relocation package will be discussed at the time of offer. To provide an understanding of what that assistance could look like, refer to the Global Mobility Framework.As a minimum we will support you with advice about the visa application process; the costs associated with your visa application; advice about the tax implications of moving to the new location; and, settling into the new location for the first few weeks.  
Resources

Global Mobility Framework

# Article: KB0018814

|  |  |
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| Created: | 2021-05-06 01:50:29 |
| Updated: | 2024-02-29 00:08:11 |
| Status: | Published |

## Content

Americas People & Culture  
PURPOSE Lendlease will comply with the Family and Medical Leave Act (FMLA) implementing Regulations as revised effective February 2013.  The company posts the mandatory FMLA Notice in the company break rooms and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act.The function of this policy is to provide employees with a general description of their Family and Medical Leave Act (FMLA) rights.  In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law under the Family and Medical Leave Act by the U.S. Department of Labor (DOL). If you have any questions regarding this policy, you must contact The Hartford at 888.301.5615 or online at www.abilityadvantage.thehartford.com SCOPE Under this policy, Lendlease (“The Company”) will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service-member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.ELIGIBILITY To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:  
1. The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer’s intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.  
2. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA. Airline flight crewmembers or flight attendants will meet the FMLA hours of service eligibility requirement if he or she has worked or been paid for not less than 60 percent of the applicable total monthly guarantee (or its equivalent) and has worked or been paid for not less than 504 hours (not including personal commute time or time spent on vacation, medical, or sick leave) during the previous 12 months. Airline employees who are not flight crew employees continue to be covered under the general hour of service eligibility requirement which requires 1,250 hours of service in the previous 12 months.  
3. The employee must work in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.  
POLICY Types of Leave Covered To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:  
1. The birth of a child and in order to care for that child.  
2. The placement of a child for adoption or foster care and to care for the newly placed child.  
3. To care for a spouse/domestic partner, child or parent with a serious health condition (described below).The definition of "spouse" includes marriages legally entered into by same-sex couples.  
4. The serious health condition (described below) of the employee. The serious health condition (described below) of the employee, spouse/domestic partner, child(ren) or parent(s).An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. for a chronic or long-term health conditions requires periodic health care visits for treatment at least twice a year.Employees with questions about what illnesses are covered under this FMLA policy are encouraged to consult with The Hartford.  
5. Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.An employee whose spouse/domestic partner, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member’s call-up or service. The qualifying exigency must be one of the following:- short-notice deployment,- military events and activities,- child care and school activities,- financial and legal arrangements,- counseling,- rest and recuperation,- post-deployment activities and- additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.“Covered active duty” means:(a)in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and(b)in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.The leave may commence as soon as the individual receives the call-up notice (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee’s 12-week maximum of FMLA leave in a 12-month period.  
6. Military caregiver leave (also known as covered service-member leave) to care for an injured or ill service-member or veteran.An employee whose son, daughter, parent or next of kin is a covered service-member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service-member.Next of kin is defined as the closest blood relative of the injured or recovering service-member.The term “covered service-member” means:(a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or(b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.The term “serious injury or illness”:(a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and(b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service-member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.  
Amount of Leave Covered An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.  
If an employee and spouse/domestic partner both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the employee and spouse/domestic partner may only take a combined total of 12 weeks of leave. If the employee and spouse/domestic partner both work for the company and each wishes to take leave to care for a covered injured or ill service-member, the employee and spouse/domestic partner may only take a combined total of 26 weeks of leave.  
Employee Status and Benefits during Leave While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the company will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.Under current company policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Benefits Department by the due date provided on the insurance coupon vouchers. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.Employee Status after Leave An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in The Hartford's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. In certain instances, Lend Lease may choose to exempt certain key employees from this requirement and not return them to the same or similar position.Use of Paid and Unpaid Leave An employee who is taking FMLA leave because of the employee's own serious health condition, FML will run concurrently with short-term disability.  If the FMLA leave is for the serious health condition of a family member the employee can substitute paid time off (PTO).Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee has the option to substitute accrued (or earned) PTO as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. This same option applies to an employee who is taking leave for the adoption or foster care of a child.  
In order to receive holiday pay, an employee must either work or use a PTO day on the last business day before and on the first business day after a holiday. If an employee is on an FMLA leave and is using his or her accrued PTO on the last business day before and on the first business day after the holiday during the FMLA leave period in which the holiday falls, the employee will receive holiday pay for the holiday.  If an employee is on an unpaid FMLA leave during the period on which the holiday falls, then the employee will not be paid for the holiday that occurs during the leave.  
An employee will receive payment of short-term disability (“STD”) benefits during his or her leave period, including on the holiday that occurs during the leave period, pursuant to the terms and conditions of the Company’s short-term disability program.  An employee who is using military FMLA leave for a qualifying exigency or FMLA military caregiver leave has the option to substitute accrued (or earned) PTO as appropriate before being eligible for unpaid leave.Intermittent Leave or a Reduced Work Schedule The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period).The company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.For the birth, adoption or foster care of a child, the company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.  
If the employee is taking leave for a serious health condition or because of the serious health condition of a spouse/domestic partner, child(ren) or parent(s), the employee should try to reach agreement with the company before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.  
Certification for the Employee’s Serious Health Condition The company will require certification for the employee’s serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. The Certification of Health Care Provider for Employee’s Serious Health Condition form can be obtained by contacting The Hartford at 888.301.5615 or online at www.abilityadvantage.thehartford.com The company may directly contact the employee’s health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The company will not use the employee’s direct supervisor for this contact. Before the company makes this direct contact with the health care provider, the employee will be a given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the company will obtain the employee’s permission for clarification of individually identifiable health information.The company has the right to ask for a second opinion if it has reason to doubt the certification. The company will pay for the employee to get a certification from a second doctor, which the company will select. The company may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the company will require the opinion of a third doctor. The company and the employee will mutually select the third doctor, and the company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.Certification for the Family Member’s Serious Health Condition The company will require certification for the family member’s serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. The Certification of Health Care Provider for Family Member’s Serious Health Condition form can be obtained by contacting The Hartford at 888.301.5615 or online at www.abilityadvantage.thehartford.com The company may directly contact the employee’s family member’s health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The company will not use the employee’s direct supervisor for this contact. Before the company makes this direct contact with the health care provider, the employee will be a given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the company will obtain the employee’s family member’s permission for clarification of individually identifiable health information.The company has the right to ask for a second opinion if it has reason to doubt the certification. The company will pay for the employee’s family member to get a certification from a second doctor, which the company will select. The company may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the company will require the opinion of a third doctor. The company and the employee will mutually select the third doctor, and the company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.Certification of Qualifying Exigency for Military Family Leave The company will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. The Certification of Qualifying Exigency for Military Family Leave form can be obtained by contacting The Hartford at 888.301.5615 or online at www.abilityadvantage.thehartford.com Certification for Serious Injury or Illness of Covered Service-member for Military Family LeaveThe company will require certification for the serious injury or illness of the covered service-member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. The Certification for Serious Injury or Illness of Covered Service-member form can be obtained by contacting The Hartford at 888.301.5615 or online at www.abilityadvantage.thehartford.com Re-certification The company may request recertification for the serious health condition of the employee or the employee’s family member no more frequently than every 30 days when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee’s family member every six months in connection with an FMLA absence. The company may provide the employee’s health care provider with the employee’s attendance records and ask whether need for leave is consistent with the employee’s serious health condition.Procedure for Requesting FMLA Leave All employees requesting FMLA leave must provide verbal or written notice of the need for the leave by contacting The Hartford at 888.301.5615 or online at www.abilityadvantage.thehartford.com  Within five business days after the employee has provided this notice, The Hartford will complete and provide the employee with the DOL Notice of Eligibility and Rights.When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company’s usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.Designation of FMLA Leave Within five business days after the employee has submitted the appropriate certification form, The Hartford will complete and provide the employee with a written response to the employee’s request for FMLA leave.Intent to Return to Work from FMLA Leave On a basis that does not discriminate against employees on FMLA leave; the company may require an employee on FMLA leave to report periodically on the employee’s status and intent to return to work.  
REFERENCE Family and Medical Leave Procedure SUPPORT CONTACT INFORMATION Contact The Hartford's Customer Service Center at 888.301.5615 or online at www.abilityadvantage.thehartford.com to file an FMLA claim. Also contact the Regional Service Center in Charlotte, NC regarding insurance premiums during Unpaid FMLA.Questions pertaining to the understanding or explanation of Leave should be referred to the Leave Coordinator at The Hartford's Customer Service Center at 888.301.5615.

# Article: KB0019082

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| Created: | 2024-12-19 07:51:39 |
| Updated: | 2024-12-19 07:56:50 |
| Status: | Published |

## Content

Lendlease is committed to providing ongoing career development to all our employees and encourages employees to apply for internal vacancies. As an international company, with businesses spanning a range of sectors and capabilities, there are often opportunities to take on new roles and build your skills.  Lendlease encourages employees to apply for internal vacancies, as long as the employee has been in their current role for a minimum of 12 months, and the proposed role aligns with their talents and aspirations.

How do I apply for an internal role?

PLAN

Review your development plan and the opportunities you are looking for to build your knowledge and skills. You are encouraged to discuss career opportunities and job vacancies with your manager. If you do not feel comfortable discussing alternate roles with your manager, you should contact your Strategic Business Partner.

PREPARE

Update your resume.

ACT

Typically, roles are advertised on Workday for a minimum of two weeks. Shortlisted candidates are assessed against competencies identified in the 'Career & Job Framework'.Reference checks will be made.Once a suitable candidate is identified a formal offer of the role will be made.All internal applications are considered and assessed in the same way as external applications.

FINALISE

If you are selected for a position, a transition time will be worked out between your current manager and new manager.  Any changes in job title or compensation for the new role will be reviewed and applied.

Resources

Workday

Group Recruitment Policy

Group Equal Opportunity Policy

# Article: KB0020018

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| Created: | 2024-12-09 00:30:29 |
| Updated: | 2024-12-09 00:54:28 |
| Status: | Published |

## Content

COVID-19 has brought about many changes in our lives, including the way we work.  
Restricted movement has prompted an increase in remote working globally. Lendlease has long supported flexible working and regularly adopts new approaches as technology and the ways in which we work evolve.

The business, now embracing hybrid working as the norm, is generating fresh options for when and where people work provided they are prioritising customers, their teams and then themselves.

To further support this culture shift, a new flex opportunity is being offered for those interested in blending short-term remote working with annual leave overseas to extend their trips and spend time with family overseas.

There are a number of risks and challenges associated with International Remote Working (IRW). To ensure that Lendlease is compliant with local immigration and tax regulations, it is important that the IRW Guidelines are reviewed and adhered to before any remote working arrangements are approved.

International Remote Work Guidelines  
International Remote Work Application Form  
International Remote Work FAQs  
Global Mobility Tax Protocols

# Article: KB0018832

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| Created: | 2021-05-06 02:07:45 |
| Updated: | 2024-02-29 00:08:12 |
| Status: | Published |

## Content

Americas People & Culture

Approver's name and title:  
Teena HesterHead of People & Culture, Americas

Effective date:  
August 2017

Review date:  
August 2017

Next review date:  
August 2019

PURPOSE & ELIGIBILITY The purpose of the Out of Town Living Allowance is to cover significant duplicate living costs arising from being put on an Out of Town Living Assignment.Employees are eligible for an Out of Town Living Allowance if they are requested by the company to be on an out-of-town job assignment temporarily relocating them more than 50 miles away from their permanent tax home for a period of 120 days or more while on company business. OTL Allowances must be approved through Workday Job Change, Promotion or Offer, before it is able to be paid.POLICY Assignment Length & Taxability The assignment length should be based on the legitimate expected length of assignment on the project and updated at the point this intent changes. (For example, if 5 months into an 8-month assignment the project decides an employee will be there a total of 14 months, project management should notify People & Culture to extend the assignment and the OTL would become taxable at that time.)   
Short-term Assignment - If an employee’s assignment is expected to last twelve (12) months or less, living expenses are not taxable income to the employee and therefore he/she would be eligible to receive a “non-taxable” OTL allowance. All reimbursements for Home Leave travel will also be non-taxable.Long-term Assignment - If an employee’s assignment is expected to last longer than twelve (12) months, living expenses are taxable income to the employee and he/she would receive a “taxable” OTL allowance. In this case, there will be a gross up for taxes by payroll beginning from the first month of the assignment. All reimbursements for Home Leave travel will also be taxable and passed along form Accounts Payable to be grossed up for taxes and paid through Payroll.Assignments that are too Short for OTL Allowances- In most situations an assignment of 120 days or less would not allow for an apartment lease to be established, so the assignment must be handled by expenses through Accounts Payable. In these situations, a Job Change in Workday is still typically required to place the employee in the correct work state for taxes.  
Typically, a Workday Job Change will be required if the employee will be working at a project location for 6 weeks or more. Also, the employee should be working approximately 100% of their time at the OTL location during the expected assignment. If there is a question around this Payroll and/or the Mobility Specialist should be contacted.  
Required Pre-Approval All Out of Town Living Allowances must be approved, in advance, through the Appian system.  A Manager should attach completed versions of the OTL Authorization Form AND the Declaration of OTL Benefits Form to the Appian Job Change, Promotion or Offer. If these documents are not attached, the Appian action will be rejected until they are attached. Any changes, including expected duration dates, to the authorization form after approval have been obtained will require additional approvals.  No commitment should be made to an employee or new hire until Appian approvals have been obtained.A new OTL Allowance Authorization Form and Declaration of OTL Benefits must be completed each time an employee moves to a new OTL assignment. OTL Allowance Rate The Standard Net Monthly Rates will be established based on reimbursement for:

Apartment rental (one-bedroom)  
Basic furniture rental  
Utilities – electricity, gas, water, standard cable television & internet  
Incidentals (including, but not limited to, dry cleaning & groceries) are handled by $300 included within the Standard Established Monthly OTL Rate  
Security Deposits are not typically covered by Lend Lease, as these will be reimbursed to the employee  
The employee should match any lease they enter to the terms of their assignment. If Lend Lease changes the OTL assignment details and causes lease break costs, these will be reimbursed to the employee.  
Certain non-reimbursable fees such as apartment application fee or background check, may be reimbursed individually.

Other factors that may affect the baseline rate should also be considered such as length of stay, housing alternatives, lower cost areas in close proximity.Setting OTL Allowance Rate Upon request by a project or management group, People & Culture will work with a contracted third party vendor to determine the OTL rate for a particular city or geographic area. From the vendor information, a standard monthly net rate which includes the $300 for incidentals per month will be determined. Once a rate is established for a geographic location, this rate must be paid consistently among all eligible employees’ working in that location.The rates paid will be reviewed as needed to ensure they remain current with market conditions for the affected area.Items Not Included in the OTL Rate  
Meals - Meals are not included in the OTL rate structure. Only business meals will be reimbursed using the actual expense method submitted on the Employee Expense Reports Form when appropriate.  
Transportation for Home Leave Trips - Actual expenses for transportation for one round trip to the employee’s home per month will be reimbursed and should be submitted on the Employee Expense Report Form. Additional home leave trips may be approved by Management, but are not required by OTL Policy.  
Access more information on the processes and procedures forOTL

# Article: KB0018892

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| Created: | 2025-05-05 20:16:52 |
| Updated: | 2025-05-05 20:26:21 |
| Status: | Published |

## Content

Click here to view the Special Leave (Family Leave) Policy

# Article: KB0018994

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| --- | --- |
| Created: | 2021-05-07 02:32:24 |
| Updated: | 2024-02-29 00:08:12 |
| Status: | Published |

## Content

Eligible employees on voluntary or involuntary "Active Duty" will be granted military leave and re-employment rights in order to serve our country in the "Uniformed Services".  Lendlease will continue base wages for two weeks, each calendar year, for training, and will supplement pay, if eligible, after the two weeks, to reach your Lendlease base wage. Please contact the benefits department for more information.   
What are the eligibility requirements?  
Salaried and hourly, non-union employees on active duty in uniformed services are eligible for basic military pay and supplemental military pay.Casual, interns and contracted employees are not eligible for Military Leave pay.  
How do I apply?

PLAN

Review the eligibility requirementsRead through the Military Leave Policy

PREPARE

Provide supporting documents, including copies of your military orders, rank and pay and any documentation outlining pay to be received from the military (for military leave more than two weeks).

ACT

1. Complete the Leave of Absence Request Form and give to your manager for their signature. 2. Send the approved Absence Request Form along with supporting documents via email to the AMER Benefits team (amerbenefits@lendlease.com) as far in advance as possible.3. Provide an email address for communication while on military leave.4. Follow these steps for time entry/timesheets purposes:• Do not code hours for military leave days in E1 Self Service Time Entry.• If you start military leave in the middle of a pay period, time entry should be entered for the hours worked, only up to your last day worked. Do not code time entry for military leave days/hours. Submit your time for manager approval.• Based on your Leave of Absence Request Form, payroll will be instructed by the AMER benefits team to pay your basic military pay to pay type 39 and, or pay supplemental military pay to pay type 42.

FINALIZE

You will receive an email from the AMER benefits team confirming the receipt of the leave request form and any supporting documents.

Who can I contact regarding the benefit?  
For questions about military leave, completing the Leave of Absence Request Form or the approval process, contact People Connect on 1 866 848 1200 and select option two or ask People Connect online using the button on the top right hand corner of this page.  
Resources

Military Leave Policy

Leave of Absence Request Form

# Article: KB0018726

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| --- | --- |
| Created: | 2025-03-18 22:50:28 |
| Updated: | 2025-03-18 23:21:42 |
| Status: | Published |

## Content

Our dental benefit is an opportunity for employees to purchase dental insurance coverage through the Lendlease MetLife Preferred Dentist Program (PDP). This is a preferred provider organization with a nationwide network of over 197,000 general and specialty participating dentists.As part of the program, participating dentists in the network provide services at fees that are typically 10-30% lower than the average charged in their communities.  With this plan there is also flexibility to visit providers outside of the network.

What are the eligibility requirements?  
Full -time salaried or hourly employee (non-union) regularly scheduled to work at least 30 hours per week. Salaried employees are eligible to participate in the Benefit Programs on their date of hire.  Hourly employees are eligible to participate in the Benefits Programs the first day of the month following or coincident with completion of two months of continuous employment (at least 260 hours) from their most recent hire date (but no later than the 91st day after their most recent hire date).  
How do I enroll?  
As a new hire, you have 31 days from your start date to elect healthcare benefits. New employees should go to the Benefits Center (www.Lendlease.hrintouch.com) to complete all benefit enrollments with the exception of the 401(k) plan. Per the Plan provisions, if you do not make an affirmative election to enroll in, or decline healthcare coverage (i.e., fail to enroll) within 31 days from your start date, you will be deemed to have elected to waive coverage under all Plans, except the Plan’s default benefits.  
When enrolling an eligible dependent, such as a spouse/domestic partner or child(ren), certain documentation will be required for verification, such as a birth certificate, marriage certificate.  
If you miss the 31-day election window, you will be able to enroll during the Open Enrollment period in November for benefits to be effective January 1 of the following year.  
If you have a qualifying event, such as a marriage, divorce, birth of a child, loss of other coverage, etc. you will be able to change your benefit elections mid-year by going to the Benefits Center within 31 days following the life event.  
How do I use the benefit?  
Once enrolled, you will not receive a dental identification card for this coverage.  It is recommended to take a dental claim form to your dental visit.  The form contains all the plan identification information and phone numbers and the dental office can verify coverage and file the claim. For more information please read the MetLife Dental Plan Summary and Dental Preventive Care FAQs available under the Resources section of this page.  
Resources

MetLife member website

MetLife Dental Claim Form

MetLife Benefits Registration Steps

MetLife Dental MyBenefits Flyer

MetLife Dental Plan Summary

MetLife Dental Benefit Information

# Article: KB0018722

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| --- | --- |
| Created: | 2024-12-03 01:28:00 |
| Updated: | 2024-12-03 01:40:22 |
| Status: | Published |

## Content

The Lendlease 401(k) Plan is our employer-sponsored retirement savings plan offered to our US employees. The plan is administered by Vanguard® and lets you save directly through payroll deductions and invest your contributions on a pre-tax, Roth or traditional after-tax basis.

What are the eligibility requirements?  
All full-time, salaried US employees are eligible to participate, including Lendlease international transfers (excludes inbound international assignees on secondments).To enroll in the Lendlease 401(k) Plan, you must be a new employee or an existing employee who has not yet enrolled in the Lendlease 401 (k) Plan.New employees can enroll soon after hire, or will be automatically enrolled in the program approximately 90 days after start date unless they contact Vanguard to opt out.   
What are the benefits?  
The plan offers a number of additional benefits that can be activated via the Vanguard website:Annual Increase If elected, the ‘annual increase’ option allows you to increase the amount you are saving by gradually increasing your contribution rate over time. Each year your savings rate is raised by the percentage you specify. Annual increases take place until you've reached the IRS or your plan's saving limit. Check your plan for ‘one step save’ details by accessing your account online or calling Vanguard.One-time additional payment or pay off your existing 401(k) loan balance You can make a payment over and above your normal payroll deduction and it will be applied toward your principle balance. You will need to log onto your account online then click ‘manage loans/withdrawals’ under the ’I want to...’ drop down menu. You will see your loan(s) listed. You can then complete an electronic bank transfer for part or your entire loan by clicking ‘initiate payoff or early payment’. This cannot be handled by payroll deduction.Company matching The company match is a simple way to maximize your plan contributions. After one year of service, for every $1 you contribute to the plan (either pre-tax or Roth, or a combination of both), Lendlease will contribute $0.50, up to 6% of your eligible compensation.Maximize the company match If you plan to contribute the full IRS dollar limit of $22,500 to your 401(k) Plan in 2023, there is potential for you to miss some company matching contributions if you ‘max out’ before the end of the year. Use the contribution maximizer calculator to help you understand the contribution percentage to best maximize your company matching contributions. If you are 50 years or older, or turn 50 anytime during the year, you are eligible to contribute an additional $7,500, up to $30,000, as catch-up for retirement.  If you were previously employed by Lendlease, contact People Connect to enquire about your eligibility for company match.  
How do I enroll?

PLAN

Review the eligibility requirements above.Receive the Vanguard enrollment kit mailed to your home.Read through the Lendlease 401(k) Summary Plan Description.View the available Current 401(k) Investment Options.

PREPARE

When you receive your enrollment kit from Vanguard, you can proceed.  You will also be given an opportunity to opt out of enrollment.If you do not opt out, you will be enrolled in the Lendlease 401(k) Plan at a default savings rate of 6% of your eligible pay.The first deduction will be approximately 90 days from the date of your automatic enrollment notice.Your contribution will be invested in a date-specific Vanguard Target Retirement Fund based on your age and an assumed retirement age of 65.You will need the following when enrolling:    Social Security Number    Zip code    Birth date    Plan number\* 091686When enrolling you will be required to designate a beneficiary.

ACT

Visit the Vanguard website for see step-by-step enrollment instructions.If you would like to rollover funds from a retirement plan at your previous employer into the Lendlease 401(k) Plan, Contact Vanguard Personal Assistance

FINALIZE

Once enrolled you will receive a personal identification number (PIN) shortly in the mail.Consider utilizing the two investment advice programs on selecting your funds, investing your money, and periodically make changes to your asset mix to suit your personal goals:    Vanguard Managed Account Program    Vanguard Financial Planning Services (for age 55 and older).If you are over age 50, use the ‘Over age 50’ program.Use the contribution maximizer calculator to help calculate your catch-up contributions.

How do I manage my account?  
You can manage your account including your plan deduction on your pay check, personal details and beneficiaries using the following options:Online:  Log on to the Vanguard website.By Phone:  Call Vanguard's 24-hour number 1-800-523-1188.  You will need your PIN and your Social Security number when using this option.For live assistance, contact a Vanguard Participant Services Associate by calling the same toll-free number and pressing zero. The service is available Monday to Friday from 8:30am to 9pm Eastern Time.For Qualified Domestic Relations Order (QDRO) contact (888) 809-8104 ext. 34669.  
How do I opt out?  
If you have received an automatic enrollment notification (mailed to your home) from The Vanguard Group and you do not wish to enroll, please call a Vanguard Participant Services Associate. The deadline to opt out will be reflected in your enrolment notification package.  
Resources

Investment Policy

Lendlease 401(k) Summary Plan Description

Current 401(k) Investment Options

Vanguard website

Annual Plan Fee Disclosure

# Article: KB0019033

|  |  |
| --- | --- |
| Created: | 2021-05-09 00:35:21 |
| Updated: | 2024-02-29 00:08:12 |
| Status: | Published |

## Content

Lendlease is sympathetic to employees who may experience an event of the death, serious illness, injury of a close family member or very close friend; or an event of urgent domestic distress Each case will be viewed sympathetically and compassionate leave will be granted where applicable.This policy does not form part of any employee’s contract of employment and it may be amended at any time.

What are the eligibility requirements?  
This policy applies to all UK Lendlease employees regardless of length of service. It does not apply to agency workers or self-employed contractors.  
How do I apply?

PLAN

Review the eligibility requirements

PREPARE

One day of paid leave will be provided for the funeral of a family member or close friend. For a member of immediate family e.g. spouse, partner, parent, child, sibling or very close friend, paid leave will be granted from the death up to and including the date of the funeral. If a longer period is required, this will be discussed on an individual basis and agreed with the employee’s people manager.Compassionate leave for urgent domestic distress is for circumstances such as house flooding, burglary, fire, boiler breakdown etc. Deliveries of furniture or white goods would not be classed as an urgent domestic situation. In these circumstances the employee should discuss alternative arrangements with their manager, such as leaving work earlier or arriving later.You may choose to take annual leave or unpaid leave to cover a longer period of time of compassionate leave.

ACT

You should notify your manager as soon as possible of your absence, preferably by telephone, informing them of your inability to attend work and reason for the request.If you are personally unable to contact your manager, you should arrange for someone else to do so on your behalf.Employees are encouraged to utilise our free employee assistance program service if they wish to seek independent support during this difficult period.

FINALISE

Your manager or yourself will enter the leave into Workday.Payment for compassionate leave in the event of bereavement, serious illness, injury or urgent domestic distress will be at your manager’s discretion.

Who can I contact for further information?  
If you have questions or clarifications regarding compassionate leave, contact People Connect online using the button on the top right hand corner of this page.  
Resources

Employee Assistance Program

# Article: KB0018793

|  |  |
| --- | --- |
| Created: | 2021-05-07 01:46:03 |
| Updated: | 2024-02-29 00:08:13 |
| Status: | Published |

## Content

The Employee Conduct Guide has been developed to support our Code of Conduct, Group Policies and Procedures and our Core Values.  
The guide outlines one common set of behavioural standards and expectations required by all employees when dealing with each other and anyone we interact with in our business, across the world, every day. Importantly, it uses practical, real-life situations to answer commonly asked questions and explains where you can access specific policies and procedures for further explanation.  
View our Code of Conduct and our Employee Conduct Guide.  
The Employee Conduct Guide is available in other languages including:  
Italiano   
汉语   
日本語   
To help you further understand and interpret the content in the Employee Conduct Guide, employees are required to complete training. For most employees this is via the How we work at Lendlease Passport on Workday Learning.   
If you have any questions please contact People Connect or submit an HR Enquiry or visit the 'How We Work' pages.  
If you have concerns that you wish to discuss you can contact your Business Conduct Officer - see key contacts

# Article: KB0018916

|  |  |
| --- | --- |
| Created: | 2025-05-18 20:06:23 |
| Updated: | 2025-05-18 20:54:48 |
| Status: | Published |

## Content

Click here to view the Maternity Leave Policy

# Article: KB0018768

|  |  |
| --- | --- |
| Created: | 2025-04-25 02:37:37 |
| Updated: | 2025-04-29 17:57:43 |
| Status: | Published |

## Content

Occasionally our employees may be asked to perform tasks that are beyond the normal scope of their role requiring time away from their usual place of work, or working in excess of their usual working days. At Lendlease we understand that fulfilling these requests can result in the employee incurring additional costs associated with caring for their dependents. The Dependent Care Rebate assists eligible employees by reimbursing part of the cost involved in organising an approved or registered carer to care for their dependent/s in their home.

What are the eligibility requirements?  
Permanent and fixed-term employees of Lendlease are eligible for the Dependent Care Rebate, subject to policy conditions.Individuals employed under the terms and conditions of an operative enterprise agreement with a Lendlease group company, should refer to the relevant enterprise agreement to determine if this policy applies to you.

Term

Definition

Dependent

A dependent is considered to be an immediate family member including partner, spouse, child, grandchild, parent, grandparent, brother, sister, step-parent, step-child, step-sister, step-brother, fiancé or fiancée. It may also include your partner’s immediate family or another person living with you as part of your family. Partner is one of two people in a marriage or de facto relationship, including those in same-sex relationships.

Approved Childcare

Childcare provided by an approved service including centre-based long day care service, family day care service, occasional care service, in home care and some occasional-care services.Please go to the website www.humanservices.gov.au for more information.

Registered Care

Childcare provided by grandparents, relatives, friends, or nannies that are approved as a registered carer with the Australian Government. Please go to the website www.humanservices.gov.au for more information.

Fixed Term Employee

An employee engaged for an agreed period of time where it is not expected that there will be an ongoing need for the position.

Full Term Employee

An employee engaged on a permanent basis to work full time hours.

Part Term Employee

An employee engaged on a permanent basis to work regular hours that are less than full time hours.

Employees can claim the rebate in situations where they are required by the business to undertake work commitments resulting in additional dependent care costs being incurred. This may occur due to a temporary planned event, or an unplanned event.Planned Fulfilling temporary/ ad-hoc requests beyond the normal scope of the role (e.g. a part time employee is required to work an additional day, or an employee is required to travel interstate where this is not a normal requirement of their role). For example, John is a Finance Manager based in Adelaide and has been asked by his manager to travel to Sydney to attend a two day seminar. John is a single parent and the primary caregiver for his two children and is unable to arrange alternative childcare arrangements whilst he is away. In this situation, John could arrange for an approved or registered carer to care for his children in their home during the hours he would normally care for them (6pm to 7am), and claim a subsidy under the Dependent Care Rebate.  Emergency/ Unplanned - Working additional hours at the request of the Company - Breakdown in travel arrangements (e.g. delayed flight)For example, Lisa’s manager asks her if she is able to stay back until 10pm to finalise a bid. Lisa normally finishes work at 5pm and gets home at 5.30pm to care for her very elderly mother of whom she is the primary carer. Lisa says that this will be ok, but needs to make alternative carer arrangements for her mother (through a registered carer). In this situation, Lisa is able to claim a subsidy under the Dependent Care Rebate for the hours where she would normally be the primary caregiver of her mother (5.30pm – 10pm).  
How do I apply?

PLAN

Ensure you meet the eligibility criteria listed above.

PREPARE

Organise a registered carer for your dependent and pay for the service. Obtain a receipt for the service provided.

ACT

Complete the Dependent Care Rebate Form and email this to the relevant payroll team. Ensure a copy of the receipt is attached.Lendlease Services: Payroll.Admin@lendlease.com Lendlease Engineering: Payroll.Admin@lendlease.com.All other Lendlease Companies: PayteamAU@lendlease.com

FINALISE

You will be reimbursed the relevant amount in the next available pay run. Reimbursement will result in a reportable fringe benefit being included on your annual payment summary.

What does the rebate entitle me to?  
Lendlease will reimburse approved or registered carer costs incurred under the Dependent Care Rebate for up to five occasions per calendar year. The employee is required to pay a maximum of $25 per day and Lendlease will cover the remaining carer cost.Claims will be paid only within the current Fringe Benefits Tax year (1 April - 31 March). Reimbursement will result in a reportable fringe benefit being included on the employee’s annual payment summary. Follow the link to find out more about Fringe Benefits Tax.  
Resources

Dependent Care Rebate Form

Reportable Fringe Benefits Information

# Article: KB0018898

|  |  |
| --- | --- |
| Created: | 2025-05-05 21:31:37 |
| Updated: | 2025-05-05 21:34:40 |
| Status: | Published |

## Content

Click here to view the Compassionate Leave Policy

# Article: KB0018977

|  |  |
| --- | --- |
| Created: | 2021-05-04 20:15:07 |
| Updated: | 2024-02-29 00:08:13 |
| Status: | Published |

## Content

Strategic Working Plans (SWP) are owned by the Business Leader with People & Culture and Finance executive partnership. SWP comprise two interdependent activities. It is both a risk management tool that informs decision making, and a means of optimising workforce effectiveness now and well into the future.  The Workforce Strategy enables Businesses to model, articulate and shape the workforce of the future (3-5 years out). The Workforce Strategy is informed by and informs the Business Plan and considers future labour supply and costs; organisation and team design; the impact of technology disruptors on existing and future required capabilities.  Approaches to develop or securing the future capability are identified with strategic action plans documented. The action plans in turn inform the operational Full Time Equivalent (FTE) Planning  process, which is largely decentralised. It is important that the contributors understand the Strategic Workforce actions for the plan period.Each year the business sets an Operational Budget which includes employment costs based on the forecasted resourcing needs for that year. The Operational Plans are prepared annually and forecast the required FTE and expected cost impacts.  The forecasted FTE are expanded to the Career and Job Framework (CJF) Job Family and Role level FTE forecasts and captured at a business unit level, providing insight to how the workforce is developing against the plan.To ensure financial targets are not impacted, managers should reference their operational FTE plans prior to approving new positions, promotions or job changes that will have an impact to employment costs. Your finance partner will be able to provide additional information if required.

# Article: KB0020008

|  |  |
| --- | --- |
| Created: | 2024-09-30 02:37:11 |
| Updated: | 2024-09-30 05:59:19 |
| Status: | Published |

## Content

Click here to view the UK Family Leave Policy

# Article: KB0018798

|  |  |
| --- | --- |
| Created: | 2021-05-05 21:55:52 |
| Updated: | 2024-02-29 00:08:14 |
| Status: | Published |

## Content

Americas People & Culture  
PURPOSE  
Lendlease and its subsidiaries and affiliates (hereinafter collectively referred to as “The Company”) is committed to serving its clients, customers, business partners, and the public in accordance with the highest ethical standards. The Company cannot and will not compromise its position of trust with its clients and the public. SCOPE   All Lendlease US Employees POLICY   As part of this commitment, employees of the Company globally must conduct themselves in accordance with the highest ethical standards, and avoid even the appearance of impropriety by complying with the Lendlease Code of Conduct.  In addition, this Ethics and Professional Conduct Policy serves as a supplement to the Lendlease Code of Conduct and is applicable to all employees of Lendlease subsidiary companies and divisions in the United States.  If you have questions regarding the Company’s Code of Conduct or this Ethics and Professional Conduct Policy, please contact your Human Resources Business Partner in the US. REFERENCE  
You can click on a link below to take you to a more in-depth policy description:  
Ethics  
Professional Conduct  
Compliance  
Lendlease US Gift Register  
Related Party Policy  
Click here for the Conflicts Register

# Article: KB0018830

|  |  |
| --- | --- |
| Created: | 2024-12-19 04:44:50 |
| Updated: | 2024-12-19 04:52:27 |
| Status: | Published |

## Content

Americas People & Culture  
PURPOSE Lendlease provides eligible employees with a Basic Life Insurance package, the ability to elect supplemental life insurance coverage for yourself or your dependents, and employee AD&PL insurance benefit in the event of loss of life, limb, sight, speech or hearing.SCOPE The benefits described below are available to all eligible salaried and hourly non-union employees.POLICY Aetna Life Insurance CompanyBasic Life Insurance Lendlease provides eligible employees with a Basic Life Insurance package of two (2) times the employee's annual salary, the amount of which (combined with any employee supplemental life insurance plan) cannot exceed $1,000,000.00. Basic Life will be: (1) reduced to 75% of the pre-age 70 amount at age 70; and (2) further reduced to 50% of the pre-age 70 amount at age 75.  
Any amount over $50,000.00, is considered Group Term Life Insurance (GTL) and is considered a taxable fringe benefit.  You are required to pay taxes on the amount over $50,000.00, as imputed income.  This taxable benefit is subject to Social Security and Medicare taxes.  This is reflected on your bi-weekly pay stub as GTL Benefit.  Log into the Benefits Center - Overview > Additional Benefits > Life & AD&D 2017 > Edit (button) > Bi-weekly Imputed Income, to see this taxable amount. New Hires Supplemental Life Insurance (for self and dependents)If you wish, you may elect supplement life insurance coverage for yourself or your dependents.Employee: 1 Times Salary | 2 Times Salary | 3... | 4... | 5…up to $1,000,000 (combined maximum including Basic Life, provided by the company)Spouse/Domestic Partner: $10,000 | 20,000 | 30,000 | 40,000 | and so on up to $100,000Child: $5,000 | 10,000For each of these supplemental elections, certain payroll deductions apply. To review these deductions, access the current year rates located in the Summary of Benefits  - Salaried and AD&PL or the Summary of Benefits  - Hourly and AD&PL.  
Employee Supplemental Life will be: (1) reduced to 75% of the pre-age 70 amount at age 70; and (2) further reduced to 50% of the pre-age 70 amount at age 75.Guarantee Issue Limits are as follows:Employee - Supplemental 5 times salaryEligible Spouse/Domestic Partner - $40,000Eligible Child(ren) - $10,000Guarantee Issue (GI) Limits are for new hires, rehires, and life event elections made within the "31 day Eligibility period".Proof of good health is required for Spouse/Domestic Partner Life $50,000 to $100,000. Evidence of Insurability (EOI) application is required within 31 days (eligibility period) of the date of hire, rehire, marriage, or becoming a domestic partner. Elections for new hires and life events can be made by contacting the Benefits Center at 844 549 6210 or online at Benefits Center.Child life insurance:  Aetna does not require evidence of insurability on children.  However, they cannot be home or hospital confined due to an illness. Children up to age 26 can be covered for child life insurance.You may reduce or drop optional life insurance at any time during the year by going online to the Benefits Center or calling 844 549 6210.Domestic Partner Life If an employee wishes to add a Domestic Partner anytime during the year, please log into the Benefits Center and enter a Qualified Life Event.Life Event Changes If you have a qualified life event such as marriage and you would like to enroll and purchase Spouse Life Insurance, you may do so within 31 days of the life event.  Election of spouse life up to the Guaranteed Issue (GI) amount of $40,000 can be made by contacting the Benefits Center or calling 844 549 6210. Amounts $50,000 to $100,000 are subject to proof of good health.  The Evidence of Insurability application process for additional amounts over the GI limit is also handled via the call center. If you have a qualified life event such as marriage and you would like to enroll and purchase life insurance on yourself, you may do so by contacting the Benefits Center or calling 844 549 6210.  However there are some rules surrounding the process and what is permitted.  Reminder:  There is a combined maximum of $1,000,000 (Basic Life 2x plus Employee Supplemental Life).

If you currently are not enrolled in optional employee supplemental life on yourself (you have Basic Life 2x salary only), you may add optional life insurance coverage amount of 1x Salary without evidence of insurability, provided such request is made within 31 days of the qualified life event.  Amounts above this 1x Salary requires evidence of insurability.  
If you currently are enrolled in optional employee supplemental life on yourself, 1x, 2x, 3x, or 4x salary, you may increase your optional life insurance coverage up to the plan’s guarantee issue limit without evidence of insurability provided the request is made within 31 days of the qualified life event.  The guarantee issue limit for employee supplemental life is 5x Salary.

You may still drop or reduce optional life insurance on yourself, spouse/domestic partner or children any time during the year by contacting the Benefits Center or calling 844 549 6210.Beneficiaries You may make changes to your beneficiaries at any time during the year by contacting the Benefits Center or calling 844 549 6210. The employee is automatically the beneficiary for dependent (spouse/domestic partner/child) life insurance.Choosing Your Life Insurance Beneficiary Accidental Death and Personal Loss (AD&PL)Insured Persons: Two (2) times Earnings, rounded to the nearest $1, subject to a maximum of $1,000,000.Note: The amount of Principal Sum will be: (1) reduced to 75% of the pre-age 70 amount at age 70; and (2) further reduced to 50% of the pre-age 70 amount at age 75. Insurance terminates at your Retirement.In the event of loss of life, limb, sight, speech, or hearing employees are eligible to receive an AD&PL insurance benefit. For a complete overview of each injury type and the insurance benefits associated, refer to the AD&PL Summary Plan Description (SPD).

# Article: KB0018908

|  |  |
| --- | --- |
| Created: | 2025-04-25 01:53:57 |
| Updated: | 2025-04-29 18:06:21 |
| Status: | Published |

## Content

Click here to view the Wellbeing Leave Policy

# Article: KB0018855

|  |  |
| --- | --- |
| Created: | 2025-04-28 23:27:42 |
| Updated: | 2025-04-29 17:53:54 |
| Status: | Published |

## Content

At Lendlease when an employee leaves our organisation it is called a “termination”.   
When a termination is sensitive or complex, your Strategic Business Partner will review the process and form, and will work with you to make sure you are properly supported and the correct policies and legal procedures are followed.Voluntary terminations are employee initiated with common reasons being:    • Resignation    • Retirement    • Not returning from a period of leaveInvoluntary terminations are when the business decides to end the employment contract. Common reasons are:    • Redundancy    • Misconduct    • Unresolved performance issuesStrategic Business Partners should be consulted on all involuntary terminations.

How do I initiate a Termination?

PLAN   
If the termination is due to a resignation you will need to have a resignation letter from the employee to finalise the termination process (this can be in the form of an email). A resignation letter is not required in the Americas region.For all other types of termination, please check Lendlease policy and any other specific legislative requirements which will determine what documentation is required and when.You will also need to establish:- Is the notice period agreed the standard contractual notice?- What date is the employee’s last working day?- Is the employee’s last working day the same as their end date?- What handover is required for the employee’s work?- What assets does the employee have? When and how will they be returned to the business?- Will the employee be changing their address in the near future?

PREPARE   
Together with the employee, finalise and agree on the terms of the termination.

ACT

For voluntary resignations the employee or manager can enter the termination in Workday. Please refer to the Quick Fact Guide for more information.  
For involuntary resignations the Strategic Business Partner will enter the termination record in Workday.  
If you have any questions on this process please contact People Connect.

FINALISE

In some instances, approval may be required in line with the Limits of Authority.

Notice Periods  
Notice periods are dependent on the terms and conditions in an employee’s contract of employment and can vary. Leaders should contact their Strategic Business Partner to confirm the notice periods for their employees.Notice periods do not apply for United States employees

Resources

Workday

Quick Facts - Termination Process

FAQ

Q - What does the Strategic Business Partner review?A - When an employee termination is complex or especially sensitive, your Strategic Business Partner is required to review the termination details. In some cases, specific legislation or policy determines how and under what terms an employee should leave e.g. in cases of redundancy, performance related dismissals or separations due to ill health. It is the responsibility of your Strategic Business Partner to support you and sometimes take the lead in these circumstances.

# Article: KB0018929

|  |  |
| --- | --- |
| Created: | 2025-04-13 20:55:13 |
| Updated: | 2025-04-13 21:32:30 |
| Status: | Published |

## Content

Click here to view the Annual Leave Cash Out Policy

# Article: KB0018904

|  |  |
| --- | --- |
| Created: | 2025-04-21 21:31:57 |
| Updated: | 2025-04-29 18:11:58 |
| Status: | Published |

## Content

Click here to view the Primary Carer Leave Policy

# Article: KB0018966

|  |  |
| --- | --- |
| Created: | 2025-05-05 20:05:29 |
| Updated: | 2025-05-05 20:22:31 |
| Status: | Published |

## Content

If you are leaving Lendlease it is important to follow several steps to ensure correct payments are made including your salary, annual leave and any other eligible benefits as a result of voluntary or involuntary separation.  
What steps do I need to take?

PLAN

For Malaysia, Japan and China employees, refer to your employment contract to confirm the required notice period.

Singapore employees only  
If your role within the Career and Job Framework (CJF) changes during your employment with Lendlease, this will result in a change to your notice period.

CJF Level

Notice Period

IC I – IC IV

One month’s notice or the equivalent payment in lieu of notice

IC V and above

Two months’ notice or the equivalent payment in lieu of notice

PM I – PM IV

Executive

Refer to your employment contract to confirm the required notice period.

PREPARE

Submit your resignation to your manager and give the appropriate notice period.

ACT

Enter your separation in Workday  
 Complete the Exit Clearance Form and ensure that all company property is returned to the respective departments prior to your departure. Items may include but are not limited to:  
 - Corporate credit card - ICT equipment (laptop/desktop computer, docking station, mouse) - Mobile phone and chargers - Security passes - Office/cabinet keys - Any other assets or property belonging to Lendlease

Withholding Tax (Malaysia employees only):  
For foreigners who cease employment with Lendlease in Malaysia or plan to leave Malaysia for more than three (3) months, Lendlease is required by the tax authorities to withhold payment of all monies due to your pending tax clearance.  
Payroll Malaysia will provide you with Form CP21 to verify details of your tax payments and deductions to LHDN. Upon receipt of the tax clearance letter, any balance monies withheld will be released to you.

Withholding Tax (Singapore employees only):  
For foreigners, including Singapore Permanent Residents who cease employment with Lendlease in Singapore or plan to leave Singapore for more than three (3) months, Lendlease is required by the tax authorities to withhold payment of all monies due to your pending tax clearance.  
For Singapore Permanent Residents who have no intention to leave Singapore permanently and will continue to work in Singapore, you may submit a Letter of Undertaking together with your Exit Clearance Form prior to your departure, in order for Lendlease to release your final salary.  
Review the Employee Data Handover Guideline and Data Handover Template for guidance on managing your data when you are leaving Lendlease.    
To arrange remote collection of Lendlease equipment please click here.

FINALISE

Provided the necessary exit requirements have been completed, you will receive your final pay cheque on your last day of service, unless insufficient notice was provided or alternative arrangements have been made.

Resources

Letter of Undertaking - Singapore Permanent Residents only

Exit Clearance Form - MY

Exit Clearance Form - SG

# Article: KB0019007

|  |  |
| --- | --- |
| Created: | 2021-05-07 07:40:59 |
| Updated: | 2024-02-29 00:08:14 |
| Status: | Published |

## Content

Medical leave is time off for an eligible employee to use to help deal with personal illness.

What are the eligibility requirements?  
Permanent full-time, fixed-term contract full-time employees and part-time employees employed on local terms are eligible for medical leave.Additionally, Singapore based employees must complete 3 months of service before medical leave can be utilised.  
How do I apply?

PREPARE

Notify your manager as soon as you are aware that you need to take leave.If the leave is unplanned, contact your manager to inform them of your inability to attend work and the reason. If you are unable to reach your manager, you should arrange for someone else to do so on your behalf.Refer to the relevant Medical Leave Policy for your employment location.

ACT

Contact your manager if your circumstances change or your intended return date needs to be revised.Submit the leave request in Workday via the Absence worklet, as soon as your manager has confirmed your leave (if planned) or immediately upon return to work (if unplanned leave).Collect a medical certificate if required/requested and ensure that it complies with the requirements stated in the Medical Leave Policy. Attach it to your leave request.

FINALISE

Your manager will review the request and you will receive a notification in Workday once this has been completed.

Resources

Medical Leave Policy - Singapore

Medical Leave Policy - Malaysia

Workday

# Article: KB0019005

|  |  |
| --- | --- |
| Created: | 2021-05-07 07:30:03 |
| Updated: | 2024-02-29 00:08:14 |
| Status: | Published |

## Content

Lendlease is committed to the ongoing development of our employees.Examination leave is granted on examination days to support employees who are pursuing academic qualifications.

What are the eligibility requirements?  
Permanent full-time and fixed-term full-time employees who have been supported by our Lendlease education assistance program are eligible to apply, subject to the following conditions:    - Examination leave is granted on examination days only.    - Examination is held during prescribed working hours.  
How do I apply?

PLAN

Plan your leave well in advance to minimise disruption to the business.

PREPARE

Discuss your request to take examination leave with your manager at least one month prior to the examination leave dates.

ACT

Once you have obtained your manager's support, submit a leave application in Workday via the Absence worklet. Attach the examination timetable to support your application.

FINALISE

Your manager will review the request and you will receive a notification in Workday once this has been completed.

What is my entitlement?  
Eligible employees are entitled to five working days of examination leave per annum.  
Resources

Education Assistance

Workday

# Article: KB0018822

|  |  |
| --- | --- |
| Created: | 2021-05-06 01:35:36 |
| Updated: | 2024-02-29 00:08:14 |
| Status: | Published |

## Content

Americas People & Culture  
PURPOSE Summer Hours Program is designed to help you maximize and enjoy your time during the summer season as well as promote a work-life balance.SCOPE All Lendlease US based employees with Manager approval.POLICY How the Summer Hours Program Works If you choose to work four additional hours on Monday through Thursday of a given week, you can take a half day after working 4 hours on Friday of that week.  For example, if you work four additional hours on Monday through Thursday and your workday begins at 8:00 AM on Friday, you would be able to leave at Noon.This flexible schedule program, which is dependent on business needs and approval from your manager, will be available from June through August. Employees will be able to participate in this program every other week dependant on the schedule you manager creates for your work group. Alternating weeks with your colleagues will allow for effective coverage and prevent disruption to work.Generally, our standard hours are from 8:00 AM to 5:00 PM with one hour for lunch. All employees are expected to be at work during these hours. During the Summer Hours Program, the time of arrival and departure may not differ from the standard hours by more than two hours except for Friday at early departure. For example, if you work three additional hours Monday through Thursday, you may leave at 2:00 on Friday. Employees must work a minimum of 4 hours on Friday.Employees cannot “bank,” “borrow” or “carryover” summer flextime hours. In addition, lunch periods may not be skipped.  Employees must use the time during the week or it is lost. Summer hours will not be available during the week of July 4th.How to Participate If you are interested in participating in the Summer Hours Program, you will need to pre-plan with your co-workers and meet with your manager to discuss your schedule. Keep in mind that managers will need some time to collect requests to determine the best schedule that supports coverage. It is essential that we provide excellent service to our customers (internal & external) through the end of the normal work week. Your manager will determine the best possible work schedule to ensure that a sufficient number of people are in place to accomplish this.How to Record Your Time If you are in participating in the Summer Hours Program, you will need to record your actual hours worked on each day during that week.  You should not just enter in 8 hours for each work day.  For example, if you work one hour over on Monday through Thursday, you would enter 9 hours for each of those days and enter in 4 hours for Friday. Please note that this Summer Hours Program can be suspended or discontinued at the discretion of senior leaders based upon business or office needs.As we begin the summer, remember to be safe and to make work-life balance a priority! Enjoy this program over the coming months, and contact your Strategic Business Partner if you have any questions.Access more information on the processes and procedures for Summer Hours Program

# Article: KB0019030

|  |  |
| --- | --- |
| Created: | 2021-04-28 03:02:18 |
| Updated: | 2024-02-29 00:08:14 |
| Status: | Published |

## Content

Annual leave is paid time off work.Employees are required to take all their annual leave each year. Any requests to carry over annual leave to the following year will need to be approved by managers. Typically any carry-over should not exceed one week (five days) and should only be agreed where Lendlease has requested the employee to defer their annual leave to meet business needs. Approved carry-over annual leave must be used within the first three months of the following annual leave year.This policy and procedure does not form part of any employees’ contract of employment and it may be amended at any time.

What are the eligibility requirements?  
This policy applies to all UK Lendlease employees regardless of length of service. It does not apply to agency workers or self-employed contractors.  
How many days of annual leave do I get?  
The annual leave year runs from 1 April to 31 March and unless specified in your contract of employment, you will be entitled to 25 days annual leave per year, in addition to public holidays. This will be pro-rated for part-time employees.  Where an employee joins the company part way through the holiday year, their annual leave will be pro-rated. All employees who have joined the company on or after 1 April 2005 are entitled to 26 days leave after 5 years’ service and 27 days after 10 years’ service. This is pro-rated for part-time employees.   
How do I apply?

PLAN

Review the eligibility requirements

PREPARE

Where possible, employees should discuss their leave plans with their manager well in advance, in order to agree a time which minimises disruption to the business.

ACT

Submit your annual leave request via Workday  
Your Annual leave will be automatically approved in Workday.

FINALISE

You will receive a notification once your manager has approved or rejected your application.

How do I amend or cancel my application?  
You can amend your annual leave via the absence worklet in Workday.If you wish to cancel historic annual leave, please contact People Connect.  
Who can I contact regarding the benefit?  
If you have questions or clarifications regarding annual leave, please contact People Connect online using the button on the top right hand corner of this page.  
Resources

Workday

# Article: KB0019105

|  |  |
| --- | --- |
| Created: | 2025-03-18 22:49:19 |
| Updated: | 2025-03-18 23:18:50 |
| Status: | Published |

## Content

Health Advocate is an independent company that is made up of professionals including nurses, doctors and psychologists. This free service is designed to help you and your family navigate the healthcare system and help you handle healthcare and insurance related issues. Some examples you may use Health Advocate:

To identify and make appointments to see the best physician or hospital for an illness;  
For help with insurance claims and billing issues;  
For help understanding an illness when you have been unable to get the time with your provider to ask all your questions; and  
To help with the transfer of medical records, x-rays and lab results prior to a scheduled appointment with a new physician.

What are the eligibility requirements?  
Health Advocate is available to all US employees and families (children, spouses/domestic partners, parents and parents-in-law), whether or not the employee is enrolled in a Lendlease medical plan.  
Who can I contact about the benefit?  
Visit the Health Advocate website or to reach a Personal Health Advocate, call toll free 866 695 8622 or Answers@HealthAdvocate.com.  
Resources

Health Advocate website

Health Advocate Program Features

Health Advocate Brochure

Quick Access Guides:

Smartphone App

Expectant Mother

Expectant Father

Eldercare

Medicare Help

Top Ten reasons employees contact Health Advocate

# Article: KB0018973

|  |  |
| --- | --- |
| Created: | 2021-05-04 20:12:29 |
| Updated: | 2024-02-29 00:05:36 |
| Status: | Published |

## Content

Needs analysis is the process of determining all the critical job and employee related information for a specific business need.  This includes the necessary tasks, knowledge and skills required to perform the job as well as the capabilities required to perform the job effectively. The information gathered whilst conducting a job analysis can be used to create a job description.Job design is the process of defining the specific tasks and responsibilities at an individual or group level. The key components of job design include determining an employee’s responsibilities, authority over work, scope of decision making and Career Job Framework (CJF) code. Managers should also consider the hours and location of work and whether the job can be done flexibly.It is important that leaders take part in needs analysis and job design when reviewing positions in their team. This specifically applies to the recruitment process to ensure the right candidates are identified for positions based on merit and capability.Whilst some roles are unchanging and require automatic replacement, the opportunity to grow your team’s capability occurs with every new hire. Managers often replace a role at the same level of the previous incumbent, without considering what level is required for the role.

# Article: KB0018757

|  |  |
| --- | --- |
| Created: | 2021-05-03 02:58:38 |
| Updated: | 2024-02-29 00:08:15 |
| Status: | Published |

## Content

All UK Lendlease employees working outside of the UK (international assignees) receive international private medical insurance paid in full by Lendlease. The benefit is managed by third party vendor, AXA PPP International. AXA PPP International health insurance is for international assignees only. Employees who have transferred onto a permanent Lendlease contract in another region will receive the medical benefits provided by the host country and will not be eligible for the AXA PPP International health scheme.

What are the eligibility requirements?   
You must be an international assignee and not an international transfer. An international transfer is an employee who has resigned from Lendlease in their home country and taken a permanent contract in the host country.Entitlement to single or family coverage  will be  outlined in your international assignment contract.   
Who can I contact regarding the benefit?  
For information regarding coverage and how to claim, visit the AXA PPP International healthcare website and use the following login details:      Username: LendLease     Password: property27  
Resources

AXA PPP Healthcare website

# Article: KB0019087

|  |  |
| --- | --- |
| Created: | 2021-05-02 03:08:06 |
| Updated: | 2024-02-29 00:08:15 |
| Status: | Published |

## Content

Coaching at Lendlease is about creating positive directed change. It is about developing potential and finding ways to live and work in a more productive, more satisfying way. The following information and resources are here to assist you in understanding and sourcing external coaching at Lendlease in Australia.  The use of an external qualified coach may not be suitable given the seniority of the person or development required. P&C plays a supportive and guiding role in the coaching relationship by providing strategic guidance on the right development approach and sourcing appropriate coaches to meet the development need.  
Guiding Principles for Coaching at Lendlease  
Business coaching is a partnering relationship between a professional coach and the employee that also requires the support of the manager and P&C SBP/Manager.  
Business coaching is a finite relationship that involves the identification of goals and the development of strategies, relationships and action plans intended to achieve those goals.   
The success of coaching lies with firstly the individual and secondly with their manager who plays a critical role as they are active developers of their people.   
A clear development plan outlining the development need and course of action so that progress can be monitored.  
Using an external coach does not replace the people practices of managing, training or performance management.

Coaching Request Form  
If you’re interested in coaching, have a conversation with your manager who will assess this further with your P&C SBP/Manager.Once it is agreed that coaching is the right solution, the line manager and P&C SBP/Manager will complete the request form to initiate the process.  
Resources  
Tip Sheets: These tip sheets will provide you with information to help you gain a deeper understanding of what is involved in a formal business coaching process and help you prepare for the development activity.  For coaching to a be a success all parties involved need to know what is required of them and what role they play in the process.

Coaching FAQs

What is Coaching?

Coaching - Roles and Responsibilities

Tips on being Coached

# Article: KB0018946

|  |  |
| --- | --- |
| Created: | 2025-04-20 21:24:13 |
| Updated: | 2025-04-27 18:18:45 |
| Status: | Published |

## Content

Click here to view the Work Experience Policy

# Article: KB0018728

|  |  |
| --- | --- |
| Created: | 2025-03-18 22:50:54 |
| Updated: | 2025-03-18 23:22:10 |
| Status: | Published |

## Content

The Flexible Spending Account (FSA) assists you with managing the cost of eligible out-of-pocket medical and dependent care expenses by allowing you to set aside a portion of pre-tax earnings to pay for qualified expenses. The FSA is funded through payroll deductions and used to reimburse you for these expenses. The benefit is administered by our third party vendor: Flores & Associates.

What are the eligibility requirements?  
Full -time salaried regularly scheduled to work at least 30 hours per week. Salaried employees are eligible to participate in the Benefit Programs on their date of hire.  
How do I enrol?  
As a new hire, you have 31 days from your start date to elect healthcare benefits. New employees should go to the Benefits Center (www.Lendlease.hrintouch.com) to complete all benefit enrolments with the exception of the 401(K) plan. Per the Plan provisions, if you do not make an affirmative election to enrol in, or decline healthcare coverage (i.e., fail to enrol) within 31 days from your start date, you will be deemed to have elected to waive coverage under all Plans, except the Plan’s default benefits.  
If you miss the 31-day election window, you will be able to enrol during the Open Enrolment period in November for benefits to be effective January 1 of the following year.  
If you have a qualifying event, such as a marriage, divorce, birth of a child, loss of other coverage, etc. you will be able to change your benefit elections mid-year by going to the Benefits Center within 31 days following the life event.  
How do I use the benefit?  
Health Care Flexible Spending Account  
The Health Care Flexible Spending Account (FSA) can reimburse you for eligible expenses you or your eligible dependents incur that are not paid by your existing healthcare plan.  
Plan for your upcoming expenses and include your spouse and dependents, if eligible. It is important to plan for your annual allocation as any remaining funds in your FSA will be lost if unused by the December 31st deadline shown on the claim form.  
Click here for more details regarding the Health Care FSA.  
Dependent Care (day care) Flexible Spending Account.  
The Dependent Care Flexible Spending Account (FSA) can reimburse you for day care expenses provided for your dependents so that you (and your spouse, if you are married) can work. Care must be for a dependent child under the age 13 or a dependent of any age that lives in your household that is incapable of self-care.  
Click here for more details regarding the Dependent Care FSA.  
Who can I contact about the benefit?  
Visit www.flores247.com and log in using Participant ID or Username and password  
Customer Service 800.532.3327  
Resources

Flores & Associates

FSA Medical Reimbursement Claim Form

FSA NoWait Dependent Care Reimbursement Claim Form

FSA Direct Deposit Form

Dependent Care Reimbursement Guide

Medical Reimbursement Guide

FSA Allowable OTC Expenses

FSA Frequently Asked Questions

Flores SmartPhone App Flyer

FSA Debit Card Information

Substantiation Overview

Limited FSA

Guide to Allowable FSA Medical Expenses

Guide to Allowable Child and Dependent Care Expenses

# Article: KB0018806

|  |  |
| --- | --- |
| Created: | 2021-05-05 22:26:43 |
| Updated: | 2024-02-29 00:08:15 |
| Status: | Published |

## Content

Americas People & Culture

Approver's name and title:  
Teena HesterHead of People & Culture, Americas

Effective date:  
August 2017

Review date:  
August 2017

Next review date:  
August 2019

PURPOSE  
All employees will be classified into one of the following categories:

Exempt  
Non-Exempt

SCOPE  
All Lendlease AMER Employees  
POLICY  
All employees will be classified into one of the following categories:  
Exempt  
Executives, professional employees, and certain administrative employees who meet certain requirements generally are exempt from earning overtime pay under applicable law. If an employee is classified as “exempt,” the employee will not be eligible for overtime pay. Exempt employees are paid a set salary that is not based on the number of hours worked per week. Exempt employees are expected to work as many hours as are reasonably required to perform their assigned work. Such extra hours are considered part of the nature of many exempt positions and are accounted for in total compensation.  
Non-exempt  
Professional and administrative employees who do not meet certain requirements are generally not exempt from earning overtime pay.  If an employee is classified as “non-exempt,” the employee is eligible for overtime payments and will be paid time and one-half for all hours worked over forty (40) in one workweek.  Certain states may also require overtime for hours worked in excess of eight (8) in one day.  
The exemption classification depends entirely on the nature and responsibilities of the position and the relevant requirement of federal and local laws, regardless of the position level in the company. Any questions regarding position classification for a position within the Company should be directed to the Strategic Business Partner.

# Article: KB0018917

|  |  |
| --- | --- |
| Created: | 2025-04-21 21:35:22 |
| Updated: | 2025-04-29 18:11:47 |
| Status: | Published |

## Content

Click here to view the Medical Leave Policy

# Article: KB0018924

|  |  |
| --- | --- |
| Created: | 2024-06-28 13:10:11 |
| Updated: | 2024-06-30 19:13:57 |
| Status: | Published |

## Content

Click here to view the Public Holidays Policy

# Article: KB0018836

|  |  |
| --- | --- |
| Created: | 2024-12-17 02:59:56 |
| Updated: | 2024-12-17 05:50:35 |
| Status: | Published |

## Content

Click here to view the Severance Policy

# Article: KB0018915

|  |  |
| --- | --- |
| Created: | 2025-05-01 21:28:02 |
| Updated: | 2025-05-01 23:07:07 |
| Status: | Published |

## Content

Click here to view the Marriage Leave Policy

# Article: KB0020236

|  |  |
| --- | --- |
| Created: | 2025-01-22 20:33:05 |
| Updated: | 2025-01-22 20:43:33 |
| Status: | Published |

## Content

Click here to view the Parental Leave policy.

# Article: KB0018996

|  |  |
| --- | --- |
| Created: | 2024-12-19 05:30:56 |
| Updated: | 2024-12-19 07:41:46 |
| Status: | Published |

## Content

Lendlease recognizes the importance of parental leave to enable employees to fulfill their family responsibilities at the birth or adoption of a child. Parental or partner leave is available for both primary and non-primary care givers.Following significant life events (birth of your child, adoption or foster care placement up to age 18), eligible employees in the Americas and their families are supported through one of two parental and partner leave options:

Parental leave is available to a primary parent, which is someone who has primary or full-time responsibility for the care of the child immediately following the arrival of their child.  Upon arrival of the child you may take up to twelve weeks paid leave, and an additional unpaid leave period of up to eight weeks.

Partner leave is available to a spouse or domestic partner who does not have primary or full-time responsibility for the care of the child immediately following the arrival of their child.  Partner leave must be taken within the first eight weeks from the life event date in increments of no less than one business day.  Upon arrival of the child you may take up to two weeks (10 business days) of paid leave.

All leave taken under these policies will run concurrently with any FMLA leave, short-term disability leave, and any state or local leave to which you are entitled, where applicable and permissible under law.  
The employee must provide the employer with at least 30 days’ notice when the need for this leave is foreseeable.  When an employee becomes aware less than 30 days in advance the employee must provide notice to their supervisor as soon as reasonable.

What are the eligibility requirements?  
All full-time salaried employees are eligible for this benefit.   
How do I apply for parental or partner leave

PLAN

Review the eligibility requirements. Access the parental (primary) or partner leave policy for further details and instructions.

PREPARE

ACT

If you are the birth mother, file your short-term disability claim with The Hartford first. Once the delivery date has occurred, then you may complete the parental leave request affirmation form and contact The Hartford to apply for parental leave.The Hartford will coordinate your leave with your short-term disability, if applicable.Discuss your leave plan with your manager so they are able to manage your team’s business needs.

FINALIZE

The Hartford will send you an email/letter to approve or request more information for the application. If you have any questions regarding your application or approval contact The Hartford.If you wish to stay in touch with the business during your parental leave, you can do so via your Lendlease email account.

Who can I contact regarding the benefit?  
Changes to your parental leave dates or any questions regarding parental leave should be referred to The Hartford on 888.301.5615 or the benefits team (AmerBenefits@lendlease.com).  
Resources

Parental (Primary) Leave Policy

Parental Leave Request Affirmation Form

Parental Leave FAQs

Partner Leave Policy

Partner Leave FAQs

Short-Term Disability Policy

CA Paid Family Leave

# Article: KB0019133

|  |  |
| --- | --- |
| Created: | 2025-05-08 01:53:59 |
| Updated: | 2025-05-08 18:50:16 |
| Status: | Published |

## Content

Regular one-on-ones are at the heart of our approach to performance management, encouraging frequent, open and constructive feedback on how employees are progressing throughout the year.

Our performance management approach aims to:

Lift our people's performance impact through regular feedback helping us to achieve greater organisational performance  
Support our people's growth by providing development opportunities that advance their careers  
Ensure outstanding performance and greater contribution is recognised and rewarded

In addition to regular one-on-ones are goal setting, mid-year and year-end conversations. These three conversations have specific objectives and guidelines, which you should review below.  
Throughout the year we encourage ongoing conversations on career and wellbeing & flexibility. Initiated by employees, these conversations aim to help employees manage their careers and balance their wellbeing and flexibility needs.

GOAL SETTING  
While you should regularly discuss your goals with your manager, the start of a new financial year and any time you commence a new role are the perfect times to set goals.  You should also review your goals during your mid-year conversation. Talk to your manager and agree your priorities, considering both 'what' is to be achieved and 'how' you are expected to achieve it.  
Clear goals help to focus your efforts and ensure that you and your manager agree on what success looks like for the year ahead.  We recommend writing three to five goals using the SMART framework.  
Goal Setting Guidelines     English   Chinese   Japanese   Italian  
Goal Setting - Quick Fact Guide     English   Chinese   Japanese   Italian  
MID-YEAR REVIEW CONVERSATION  
Mid-year review conversations are an opportunity for employees and people managers to have a meaningful discussion on progress in the current year.  They allow us the opportunity to not only reflect on our performance & progress, but our wellbeing too.  
It is also an ideal time to:

discuss what went well during the first half and what could be improved;  
review the Financial Year goals and whether they need to be updated or amended;  
check-in on health and wellbeing;  
agree priorities for the rest of the year.

Each conversation will be different and may not touch upon all the suggested topics above.  
Mid-year review conversation guide – for People Managers  
            English  
Capturing mid-year conversation notes using Workday Feedback for People Managers - Quick Facts  
            English  
Wellbeing resources   
            Conversation guides  |  Wellbeing Microsite

YEAR-END REVIEW CONVERSATIONOur year-end review conversations are an opportunity for our employees and people leaders to discuss achievements, development and progress over the year, as well as any areas of focus to improve on for the future.  
Year-end conversations take place in June-July of each year.  First, all employees complete a self-assessment in Workday on what went well during the year and what could have been improved.  Next, year-end conversations are arranged between managers and employees to allow a meaningful two-way feedback discussion.  People managers also need to complete the manager review in Workday and to provide a performance rating for each of their team members.  
Year-end Performance Review Workday Quick Fact Guide - Employee Guide      English    Chinese   Japanese   Italian  
Year-end Performance Review Workday Quick Fact Guide - Manager Guide      English    Chinese   Japanese   Italian   
eLearning Performance Ratings Explained      One page summary | Video - English (5 mins) | Video - Japanese (5 mins)  
Workday Learning modules (20 mins)      Continuous Conversations | Art of Feedback  
WELLBEING & FLEXIBILITY CONVERSATIONS  
Lendlease is a place where you matter. We believe that if you are healthy and happy at work you are more likely to perform your best and be your best.  
What can you do to improve your wellbeing and feel supported to work more flexibly? A wellbeing & flexibility conversation with your manager is a chance to talk about your current working arrangements, what you would like to change to better meet your flexibility needs, and anything else you might need to enhance your wellbeing at work.  
You can find support materials under our conversation support page here, and information about wellbeing programs here.

# Article: KB0018935

|  |  |
| --- | --- |
| Created: | 2025-04-25 02:13:05 |
| Updated: | 2025-04-29 18:00:14 |
| Status: | Published |

## Content

Click here to view the Novated Lease Policy

# Article: KB0019069

|  |  |
| --- | --- |
| Created: | 2024-07-12 06:37:21 |
| Updated: | 2024-07-14 19:04:12 |
| Status: | Published |

## Content

The Employee Referral Program is designed to reward employees for successfully identifying and personally referring external job candidates.  If a referred individual is subsequently hired, the referring employee may be eligible to receive a monetary reward after the new employee completes 90 days of employment in good standing.

How do I make a referral?  
Step 1:  View current openings within the region.  Access Workday to see the list of current post openings.Step 2: Contact the person you believe to be a good fit for the opening. You can conveniently share the posted opening by email or social media by clicking the appropriate icon at the top right of the posted opening. Instruct the person to list you as their referrer when initially applying and on the formal application at the time of hire. If the applicant appears to strongly meet the qualifications for the position, you will be contacted by the recruiter to provide additional details on the candidate's qualifications and how you know them.  Step3: If your referral is successful and subsequently hired you may be eligible to receive a monetary reward as per the Employee Referral Program Policy after they complete 90 days of employment in good standing.  
Who can participate in the Employee Referral Program?  
The Employee Referral Program is available to all Lendlease Americas employees, except officers of the company, human resources and anyone who participates in the interviewing and candidate selection decision for the position (including the hiring manager).  
Resources

Employee Referral Program Procedure

Workday

# Article: KB0018818

|  |  |
| --- | --- |
| Created: | 2021-05-05 22:43:15 |
| Updated: | 2024-02-29 00:08:16 |
| Status: | Published |

## Content

Americas People & Culture  
PURPOSE Paid Time Off (PTO) provides you with the flexibility to use your accrued PTO to meet your personal needs, while recognizing your individual responsibility to manage to your accrued PTO balance.SCOPE All full time (scheduled to work 30 hours per week or more) salaried employees are eligible for PTO.POLICY  
PTO can be used for vacations, illness, caring for others, medical/dental appointments, personal business or emergencies.  
Your manager’s approval is needed for all PTO except in the event of sickness or an unplanned emergency. In these circumstances you are expected to notify your manager as soon as possible.To support a safe work environment for all employees, individuals who have a contagious illness should not report to work.PTO Bank Accrual PTO hours are earned or accrued each pay period based on the schedule below which assumes a 40 hour per week work schedule. Individuals scheduled to work less than 40 hours per week will have their accruals prorated based upon their weekly schedule.  PTO does not accrue while out on an unpaid leave of absence or while receiving Supplemental Military Pay.Effective October 3, 2015, the PTO accrual will be:

Length of Service

Annual PTO Accrual Rate

Bi-Weekly Accrual Rate

0 - 10 years

20 days

6.15 Hours

Tenth Anniversary +

25 days

7.69 Hours

Break in Service  
When determining loss of service for PTO accruals for individuals who are rehired the following rules apply.For employees who have a break in service with the company of 12 months or less, prior years of service will be recognized, adjusting the hire date to reflect the break in service, if the following criteria are met:

prior years of service were as full-time, salaried employee, and  
the employee has at least one year of uninterrupted prior service

Managing your PTO Balance  
To request PTO or view your accrued balance, log in to Workday and click on the Absence Worklet. Employees must plan vacations, etc. around the accrued, or available, PTO balance and should avoid going into a negative balance. Employees may only go into a negative PTO balance with their manager’s prior approval. Further PTO requests will be managed closely to ensure a positive balance can be achieved in a reasonable amount of time. Additional requests for PTO while in a negative balance, may need to be unpaid.  
The maximum number of hours that may be banked into your account is 300 hours. This is to encourage you to use your PTO and allows the company to manage its financial obligations.  Once you reach the 300-hour cap, you will not earn or accrue additional PTO hours until the PTO balance goes below the cap.  You will not receive retroactive credit for any accrual missed while above the cap limit.Should you leave the company, you will be paid any accrued, unused PTO balance, following termination. If your PTO balance is negative, then the negative balance will reduce your final paycheck, as allowed by applicable state laws.Please note when you leave the company, your last day of employment is your last day physically worked. PTO may not be used to extend your last day worked.Access more information on the processes and procedures for Paid Time Off

# Article: KB0018758

|  |  |
| --- | --- |
| Created: | 2021-05-09 00:39:01 |
| Updated: | 2024-02-29 00:08:16 |
| Status: | Published |

## Content

For salaried employees, your total remuneration will be paid monthly less any applicable tax and national insurance contributions. If you do not have a UK National Insurance number already you can apply for one using the link provided under the resources section.Please ensure you have returned your P45 or a completed HMRC starter checklist to us to ensure your tax deductions are calculated correctly.

How do I claim overtime?  
For construction employees working on a project site, rostered weekend and bank holiday hours can be submitted by the Project Director for all work rostered in a month, which is paid in arrears. The form should be sent to payroll by the 10th of the month for payment. You can find the appropriate overtime form under the resources section.For administration employees, an overtime form is available on Pulse. This should be authorised by your manager and submitted by 10th of the month for payment.  
When will I be paid?  
All employees are paid monthly in arrears by bank credit transfer on the 30th of the month. If this date falls on a weekend or public holiday, payday will be on the earliest previous working day to the 30th.  
Resources

Tax rate information

Apply for a National Insurance Number

Administration Overtime Claim Form

HRMC starter checklist

Payroll team contacts

Bonus Information

# Article: KB0018964

|  |  |
| --- | --- |
| Created: | 2024-11-26 19:34:39 |
| Updated: | 2024-11-26 21:15:36 |
| Status: | Published |

## Content

When leaving Lendlease it is important to follow a number of steps to ensure correct payments are made in relation to your salary, PTO, Stellar points, Vitality points, and other benefits as a result of a voluntary or involuntary separation.  
Due to a 30-day window of opportunity to elect to continue most benefits, please take the time to review the Salaried Benefits Exit Summary resource document regarding the transition of your healthcare related company benefits after your last day at work.  
Review the Employee Data Handover Guideline and Data Handover Template for guidance on managing your data when you are leaving Lendlease.    
To arrange for remote collection of Lendlease equipment please click here.

What are the eligibility requirements?  
COBRA The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) makes it legally possible for employees and/or eligible dependents to continue their medical, dental and vision benefits in case of the following events:         1.     Employee's resignation         2.     Employee's layoff         3.     Employee's disability         4.     Employee's reduction of hours         5.     Employee's involuntary termination         6.     Employee begins leave of absence         7.     Divorce/Legal separation         8.     Ineligibility of dependent child         9.     Death of covered employee         10.    Employee entitled to MedicareSeparated employees automatically have their medical, dental and vision benefits (if elected) extended through to the last day of the month following their last day of work (note the last day of work may not be extended by Paid Time Off). Employees are responsible for electing and paying for COBRA continuation for medical, dental and vision benefits.  
SEVERANCE PLANEligible employees may receive severance benefits when separated from Lendlease, to ease the transition into a future job.

What steps do I need to take?  
All Separations:  
Review the eligibility requirements above and read through the COBRA policy.  
Refer to the following guides to manage employee benefits for your separation:

Salaried employees – Salaried Benefits Exit Summary  
Non-union Hourly employees – Hourly Benefits Exit Summary

Separations Eligible for Severance:  
Read through the Severance Pay Plan Policy.  
For a complete review of eligibility and the full terms of the severance benefit, view the complete Severance Pay Plan Summary Plan Description (SPD).

If you currently have medical, dental, and vision coverage and you plan to elect COBRA to continue one or all of these benefits, you will receive a COBRA election packet in the mail from our COBRA administrator.  Review the information, rates, and election timeline carefully.

If you are interested in electing COBRA continuation of coverage, complete and return the election form to the COBRA administrator by the deadline date as indicated.  Note:  Health coverage is not reinstated with the insurance carriers, until your first COBRA payment is received by the COBRA administrator.

Who can I contact about the benefit?  
If you have any questions regarding this benefit, please call 1-866-848-1200 and select option 2 or Ask People Connect online.

Resources

COBRA Policy

Severance Pay Plan Policy

Severance Pay Plan SPD

Salaried Benefits Exit Summary

Non-union Hourly Benefits Exit Summary 2022

# Article: KB0019079

|  |  |
| --- | --- |
| Created: | 2021-05-05 07:05:24 |
| Updated: | 2024-02-29 00:08:16 |
| Status: | Published |

## Content

To help students in their transition from studies to work, Lendlease provides a work experience program. This offers students the opportunity to gain insight into a particular occupation or industry. It is a formal arrangement for students enrolled at an educational establishment to participate in activities at one of our Lendlease sites or offices on a voluntary basis.

What are the eligibility requirements?  
Students in year 10 or above are eligible to apply.Work experience students must be insured either personally or through their educational institution.International students must have obtained the appropriate visa allowing them to participate in the Australian Lendlease work experience program.   
How do students apply?

PREPARE

The student or supervising employee (if pre-arranged) must provide a copy of the student’s insurance documentation and complete the Work Experience Application Form.

ACT

Submit the application with required documentation to People Connect. If required, People Connect will liaise with the business to source a suitable supervising employee.

FINALISE

A confirmation letter will be sent to the student once a suitable placement has been found. The letter must be signed and returned to People Connect.

What do I need to do as the supervising employee?

PLAN

Read the Work Experience Policy.

PREPARE

Ensure the student’s signed work experience letter has been returned to PeopleConnect@lendlease.com with the necessary insurance documentation.Use the Work Experience Agenda Template as a guide to plan out their daily activities.

ACT

Complete the Work Experience Checklist, ensuring all items are ticked off and completed.Upon commencement of placement, you must provide the student with a copy of our Workplace Conduct Policies and Code of Conduct Statement.

FINALISE

Please note: If the school student is based in Victoria, you must ensure arrangements for payment have been made within the business. This payment is generally processed via a gift card or petty cash if applicable.

Resources

Work Experience Policy

Code of Conduct

Workplace Conduct Policies

Work Experience Agenda Template

Work Experience Checklist

Work Experience Application Form

Work Experience Arrangement Form (VIC Students only)

# Article: KB0019681

|  |  |
| --- | --- |
| Created: | 2025-04-21 20:49:14 |
| Updated: | 2025-04-27 18:19:51 |
| Status: | Published |

## Content

Click here to view the Covid-19 and Leave Types Guideline

# Article: KB0018931

|  |  |
| --- | --- |
| Created: | 2025-04-20 21:40:49 |
| Updated: | 2025-04-27 18:19:32 |
| Status: | Published |

## Content

Click here to view the Employee Referral Program policy (Australia)

# Article: KB0019035

|  |  |
| --- | --- |
| Created: | 2021-05-09 00:41:24 |
| Updated: | 2024-02-29 00:08:17 |
| Status: | Published |

## Content

It is Lendlease policy to provide parents with up to 18 weeks' unpaid leave per child for the purposes of caring for that child, subject to meeting certain conditions.

What are the eligibility requirements?  
Ordinary Parental Leave is available to all employees based in the UK who have completed at least one year's continuous service with the Company.  
How do I apply?

PLAN

Read through the Ordinary Parental Leave Policy.

PREPARE

In order to be able to apply for Ordinary Parental Leave during the period of your employment, you must first provide written evidence to your manager of your eligibility, outlining:  
parental responsibility or expected responsibility for the child in question; and  
the child's date of birth or date on which placement for adoption began.  
If you are new to the Company, Lendlease reserves the right to request confirmation of Ordinary Parental Leave already taken from previous employers. That leave will then be deducted from any remaining entitlement once the qualifying period has been achieved.Enter your leave request in Workday at least 21 days before the date on which leave is proposed to start. Include the dates on which the period of leave is to begin and end.Requests to commence Ordinary Parental Leave immediately following the birth or adoption of a child must also be done so 21 days prior to the expected week of childbirth or adoption.If the period of the proposed leave is less than two weeks, the period of notice required is reduced to a period of twice the amount of the proposed leave.

ACT

Following leave approval, payroll will be informed to suspend pay during the period of Ordinary Parental Leave.

FINALISE

Once your return to work is confirmed, payroll will be informed to restart full pay.

Can my leave be postponed?  
Lendlease may postpone a period of Ordinary Parental Leave (other than where Ordinary Parental Leave has been requested immediately after childbirth or immediately after placement for adoption and has met the written notice requirements) where the company considers that its business would be unduly disrupted if the employee were to take leave during the period requested.In such a case, the Company will allow the employee to take an equivalent period of Ordinary Parental Leave beginning no later than six months after the commencement of the period originally requested.Lendlease will give notice in writing of the postponement, stating the reason for it and specifying suggested dates for the employee to take Ordinary Parental Leave. Such notice will be given no more than seven days after the employee's notice was given to the Company.  
Resources

Ordinary Parental Leave Policy

Returning Parents and Managers Guide

# Article: KB0019147

|  |  |
| --- | --- |
| Created: | 2025-04-10 23:02:22 |
| Updated: | 2025-04-10 23:10:52 |
| Status: | Published |

## Content

Click here for your P&C contacts in Australia

# Article: KB0018739

|  |  |
| --- | --- |
| Created: | 2024-12-03 01:40:27 |
| Updated: | 2024-12-03 07:19:12 |
| Status: | Published |

## Content

The Short Term Disability plan assists employees in meeting reasonable income needs in the event they become disabled longer than 7 calendar days; approved short term disability benefits begin on the eighth consecutive calendar day.Eligible employees may receive a maximum period of 26 weeks of plan benefits coverage subject to length of service.There is a seven consecutive calendar day waiting period that requires you to use paid time off, if available, otherwise it is unpaid.  Approved short term disability benefits will begin on the eighth consecutive calendar day.

What are the eligibility requirements?  
All full-time salaried employees who are scheduled to work 30 or more hours per week are eligible.Once an employee satisfies the eligibility requirements they are enrolled automatically as of that date. The employee must be actively at work on the day their participation in the plan begins. If not actively at work on that day, their participation will be delayed until they are back at work  
How do I file a claim?

PLAN

Review the eligibility requirements.Read through the Short Term Disability Policy and Summary available under the resources section of this page

PREPARE

Refer to the ‘filing a claim’ section of the policy on the documents when submitting a claim and notify the relevant parties of your claim.

ACT

Contact The Hartford at 1-888-301-5615 or visit their website to file a Short Term disability claim. Use the Hartford group number 803901 for all Hartford benefits.

FINALIZE

Once approved or denied, The Hartford will send you notification regarding the status of your LTD claim.

Who can I contact about the benefit?  
Contact The Hartford for general benefits or policy questions call People Connect on 1-866-848-1200 and select option two or ask People Connect using the button on the right hand corner of this page.  
Resources

The Hartford Disability

Short-Term Disability Policy

Short-Term Disability Summary

Frequently Asked Questions

CA Disability Insurance

HI Disability Insurance

# Article: KB0019039

|  |  |
| --- | --- |
| Created: | 2021-04-28 03:02:23 |
| Updated: | 2024-02-29 00:08:17 |
| Status: | Published |

## Content

At Lendlease we understand that our employees may occasionally require time off to work through issues relating to their dependents.  Each case will be viewed sympathetically. Normally employees will be paid for reasonable time off to resolve urgent issues and to put the necessary short or long term arrangements in place where:- A dependent falls ill, has been injured or is having a baby; - An injured or ill dependent requires long term care; - There is a disruption in care arrangements for a dependent; and / or - There is an unexpected incident involving a dependent’s schooling.

What are the eligibility requirements?  
All full time or part time UK employees are eligible.  A dependent is the spouse, partner, child or parent of an employee. It also includes someone living in the same household who is a relative e.g. an elderly aunt, grandparent, etc. It does not include tenants or boarders.  
How do I apply?

PLAN

Time off for dependents may range from one or two hours to a day or more. In most cases one or two days should be sufficient to deal with the circumstance, and it must be a genuine emergency.

ACT

You should notify your manager as soon as possible of the reason for your absence and how long you expect to be absent. You should then enter the absence for dependents leave into Workday.

Resources

Workday

# Article: KB0018725

|  |  |
| --- | --- |
| Created: | 2025-05-08 01:44:46 |
| Updated: | 2025-05-08 01:48:18 |
| Status: | Published |

## Content

The Benefits Center is an online portal where you can effectively manage your benefits coverage.  
Through the Benefits Center you can review your benefits, research your benefit plans, and make decisions to elect or change your coverage.    
All benefits information may be found at the Benefits Center, except the 401(k). You will need to contact Vanguard at 800.523.1188 regarding the Lendlease 401(k) plan.  
The Benefits Center is accessible online 24/7 via the link in the resources tab, LendleaseUSbenefits@benefitfocus.com, or by calling 844 549 6210 between 8am and 8pm weekdays, excluding holidays.

What can Benefits Center assist with?  
Benefits Center can assist you in managing your benefits coverage.  
For Example:

When am I eligible to make a change to my healthcare coverage?  
I’m a new hire and need to enrol in all my benefits; can you enrol me or help me with my login so I can enrol in my benefits?  
My spouse just had a baby; can I change my coverage on my medical and HSA plan?  
Can I change my life insurance beneficiaries or change my life insurance coverage online?  
I know I had 31 days from my start date; how many more days until I have to enrol?  
When is the annual open enrolment to change my benefits for next year?

Who can I contact for other health related enquiries?  
1. People Connect can assist with People & Culture related questions  
For example:

Am I eligible for parental or partner leaves; my spouse and I are due to have our baby soon.  
How do I apply for short term disability; I have a scheduled surgery coming up

Please contact People Connect on +1 866 848 1200 option 2.

2. Health Advocate can assist with medical plan and claim enquiries  
For example:

I don’t know which medical plan is best for me and my family; can you help me?  
How does the HSA plan work?  How does it help save medical dollars for my retirement?  
I don’t agree with the invoice from my doctor but the insurance company states the charges are correct. Can you help me resolve the issue?  
I need to find a facility for my ailing parent; are you able to help find a facility in my area?

Please contact Health Advocate on +1 866 695 8622 or via their website below  
Resources

Benefits Center

Health Advocate

Benefits Web & Phone Directory

# Article: KB0018912

|  |  |
| --- | --- |
| Created: | 2025-05-18 20:06:05 |
| Updated: | 2025-05-18 20:54:57 |
| Status: | Published |

## Content

Click here to view the Adoption Leave Policy

# Article: KB0019137

|  |  |
| --- | --- |
| Created: | 2025-01-01 18:41:28 |
| Updated: | 2025-01-01 18:46:00 |
| Status: | Published |

## Content

Most Lendlease offices will be closed in observance of public holidays.  
2025 Public Holidays

Date

Day

Countries

Holiday

01 Jan

Wed

National

New Year’s Day

27 Jan

Mon

National

Australia Day

10 Feb

Mon

TAS

Royal Hobart Regatta

03 Mar

Mon

WA

Labour Day

10 Mar

Mon

VIC

Labour Day

ACT

Canberra Day

SA

Adelaide Cup Day

TAS

Eight Hours Day

18 Apr

Fri

National

Good Friday

19 Apr

Sat

National (except TAS & WA)

Easter Saturday

20 Apr

Sun

National (except TAS)

Easter Sunday

21 Apr

Mon

National

Easter Monday

22 Apr

Tue

TAS

Easter Tuesday

25 Apr

Fri

National

Anzac Day

05 May

Mon

QLD

Labour Day

NT

May Day

02 Jun

Mon

ACT

Reconciliation Day

WA

Western Australia Day

09 Jun

Mon

National (except QLD & WA)

King's Birthday

04 Aug

Thu

NT

Picnic Day

13 Aug

Wed

QLD

Royal Queensland Show

29 Sep

Mon

WA

King’s Birthday

06 Oct

Mon

QLD

King’s Birthday

ACT, NSW & SA

Labour Day

03 Nov

Mon

TAS

Recreation Day

04 Nov

Tue

VIC

Melbourne Cup

24 Dec

Wed

QLD, NT & SA

Christmas Eve

25 Dec

Thu

National

Christmas Day

26 Dec

Fri

National

Boxing Day

SA

Proclamation Day

31 Dec

Wed

SA & NT

New Year’s Eve

Notes:

From 31 Dec 2011, when Australia Day (26 Jan) falls on a Saturday or Sunday, there will be no public holiday on that day, as the following Monday will be declared a public holiday.  
The date for AFL Grand Final Friday 2025 has yet to be confirmed. It will be updated upon the announcement from the officials.

# Article: KB0019050

|  |  |
| --- | --- |
| Created: | 2025-04-13 20:46:50 |
| Updated: | 2025-04-13 21:29:52 |
| Status: | Published |

## Content

Click here to view the Equality Diversity and Inclusion Policy

# Article: KB0018813

|  |  |
| --- | --- |
| Created: | 2021-05-05 22:42:01 |
| Updated: | 2024-02-29 00:08:17 |
| Status: | Published |

## Content

Americas People & Culture  
PURPOSE Authorized Time Off is for time during normal business hours not worked due to circumstances outside of the control of the employee or community relatedSCOPE If authorized by their manager, and if in accordance with the guidelines below, employees may record time on their timesheet as "authorized time off" (Pay Type 14).  This would be for time during normal business hours not worked due to circumstances outside of the control of the employee or community related.POLICY Appropriate uses of "authorized time off" include: - Office closings prior to company holiday- Office closings due to inclement weather- Bereavement- Jury duty- Voting time- Blood donation- Company closings- Community service activity- Professional Licensing- Springboard program conferencePlease note that this time off should not be recorded to the extent it would cause the total hours to:- Exceed 40 hours in the week for exempt employees, or- Exceed 8 hours in the day for non-exempt employees (except when Authorized Time Off is used for Community Day and Professional Licensing)Office Closings Prior to Company Holiday Time lost due to the office closing early prior to a holiday should be recorded as Authorized Time Off only if total hours for the week are under 40 hours.  If hours for the week meet or exceed 40, time lost due to the closing should not be recorded. Employees are unable to supplement ATO time during days they are not at work. For example, if you take a PTO day on the same day the company has offered 2 hours of ATO for early office hours closing, you are not eligible for ATO. Similarly, while on a half day of PTO, you are unable to supplement any ATO time offered for office closings.Inclement Weather Time lost due to office closings or delays should be recorded as Authorized Time Off only if total hours for the week are under 40 hours.  If hours for the week meet or exceed 40, time lost due to the closing should not be recorded.  If an employee chooses to stay home and the office is not officially closed or delayed, personal, vacation time (or PTO) should be used.Bereavement If there is a death in your immediate family, please notify your manager as soon as possible.  Immediate family includes your spouse, domestic partner, child, parent (in-laws), sibling (in-laws) & grandparent (in-laws).  Authorized Time Off up to a maximum of five (5) paid days may be authorized.Military Training Services Refer to the Military Leave Page.Jury Duty If you are summoned to report for jury duty or as a subpoenaed witness in a civil or criminal proceeding, you will receive your regular pay for approved hours of absence for up to two weeks.  You may keep the jury duty check you receive.  If you are summoned for Grand Jury service, please advise your immediate manager.  An employee called for jury duty should give immediate notification to her/his supervisor in order to permit appropriate work planning.  If an employee is required to give jury service beyond a two-week period, special determination will be made regarding the extent of additional compensation.  If the employee is excused from jury duty on any day, it is expected that she/he will report for work.  You should obtain a court-supplied document of certification, completed by the court after your service is performed, as well as a copy of your pay voucher.Voting Time If an employee who is a registered voter does not have sufficient time to vote outside her/his working hours, she/he may receive paid time off to vote, not to exceed one hour at the beginning or end of the work day or in conjunction with the employee's lunch hour.  An employee who is not working for a least two (2) consecutive hours while the polls are open will be deemed to have sufficient time to vote.  An employee requesting time off to vote will schedule it with her/his supervisor before Election Day.Blood Donation Employees will be paid their straight time pay for time lost from their regularly scheduled working hours in order to donate blood to the Red Cross.  Such pay will include reasonable time spent going to and returning from the Blood Donor Centre.  Note that this policy applies to donation of blood to the Red Cross only.Community Service Employees are encouraged to become more involved in their communities by doing volunteer work.  Employees are entitled to do volunteer work during regular working hours not to exceed two hours per month unless unusual circumstances exist.  Approval of service by each employee's supervisor is necessary to ensure that the company's work is properly accomplished. Professional Licenses Time off with pay will be granted to employees who have made application for a state registration, licensing examination or similar exams.  This applies to actual test date(s).  The registration or exam must be professionally relevant and must be approved in advance in writing by the Senior Vice President.  Fees associated with the exam itself will be reimbursed upon submittal of registration confirmation (i.e., a copy of the admissions paid receipt).  Fees related to review courses or preparation courses are also subject to reimbursement and approval by the Senior Vice President.  The company will reimburse the cost of securing and maintaining a state license or registration.Community Day Any employee that chooses to participate in Community Day, with approval from their manager, should record all time spent whilst working on their assigned Community Day project. The guidelines for recording time due to participation in a Community Day project are as follow:- Overhead Employees – Any employee that currently charges time to a specific Overhead should record all time spent working on a Community Day Project to their usual Overhead account.- Project Employees – Any employee that currently charges time to any project, should record all time spent working on a Community Day project as Authorized Time Off.\*Authorized Time Off (Pay Type 14) should be recorded on the employee timesheet in the applicable fields.  This time is to be recorded after authorization has been given by the employee’s manager.  
Springboard  
Employees selected to participate in Springboard may use Authorized Time Off (ATO) for time related to the conference program and business travel. If you have other Springboard questions, please click here.

Access more information on the processes and procedures for Authorized Time Off (ATO) process

# Article: KB0019022

|  |  |
| --- | --- |
| Created: | 2021-05-08 19:16:40 |
| Updated: | 2024-02-29 00:08:17 |
| Status: | Published |

## Content

We recognise employees for their continued service and commitment. Long service leave is granted in recognition of long term and continued employment at Lendlease.

What are the eligibility requirements?  
Permanent and casual employees of Lendlease are eligible.This is a specific benefit for Australian employees. Long service leave is governed by applicable state legislation or the relevant award.    
How do I apply?

PLAN

Read through the Long Service Leave Policy.If you are eligible to take long service leave, confirm your balance in Workday is consistent with the state entitlement.

PREPARE

Discuss your intention to take long service leave with your manager.

ACT

Once you have your manager’s agreement, submit your long service leave in Workday. Your manager will either approve or reject the leave request.

FINALISE

You will receive a confirmation from your manager that your leave request has been approved.

How do I confirm my long service leave balance?  
You can access your balance in Workday. Please note, your long service leave balance accrues from the day you begin working for the company. Whilst you can see a leave balance in the system, you may not yet be eligible to apply for the leave in accordance with state legislation.  If you believe there is a discrepancy, please contact People Connect.  
Resources

Long Service Leave Policy

Workday

# Article: KB0018792

|  |  |
| --- | --- |
| Created: | 2021-05-07 01:43:01 |
| Updated: | 2024-02-29 00:08:18 |
| Status: | Published |

## Content

Group People & Culture

Approved ByAlex ChristieGroup Head of People & Culture

Effective Date                                              August 2013

Review DateNovember 2016

Next Review DateNovember 2018

PURPOSE Respect for one another is an integral part of the Lendlease culture. This includes respecting individual ideas, views and beliefs. By providing employees with appropriate avenues for expressing their views, complaints and concerns, the Company is committed to maintaining good employee relations through effective communication and the resolution of work related issues.SCOPE  
This Employee Concerns and Advocacy policy applies to all Lendlease businesses. This policy applies to employees, directors, consultants and contractors; permanent, fixed-term and casual (Aust only) contracts; full and part time; salaried, wages (Aust only) or union (US only). This policy applies in all geographies in which Lendlease operates.POLICY  
Most issues or grievances can be resolved by open communication. An employee who wishes to express a complaint or concern regarding a work related problem is encouraged to resolve the issue informally through discussions with his or her immediate manager. Alternatively, the employee may wish to discuss their concerns, thoughts or comments with another manager in the organisation or their local Strategic Business Partner - People & Culture.Employees are free to raise any issue using any of these avenues of communication without fear of coercion, discrimination, or reprisal. There will be no retaliation against any employee for raising concerns. All issues, concerns, investigations and resolutions will be kept confidential (where practicable and appropriate under the circumstances).Group companies in each jurisdiction may also have their own more detailed procedures which supplement this Policy and take into account local protected disclosure and other laws. Where there is any inconsistency between local laws and procedures and this Policy, those local laws and procedures will prevail.  
Further information and related materials Download Employee Concerns and Advocacy policy Employee grievance procedures can be found in the policies section on People Portal.Employee procedures around managing issues of harassment and bullying can be found on People Portal.  
If you have any questions on this policy please contact People Connect.

# Article: KB0018770

|  |  |
| --- | --- |
| Created: | 2021-05-03 07:39:55 |
| Updated: | 2024-02-29 00:08:18 |
| Status: | Published |

## Content

Set by the Australian Government, modern awards are created under the national workplace relations system and relate to specific industries or occupations. Together with the National Employment Standards, modern awards determine fair and relevant minimum terms and conditions of employment.Modern awards provide a minimum safety net around areas like pay rates and conditions of employment and are amended each year by Fair Work Australia.For more information on modern awards visit the Fair Work Commission website.

How do I find out more about modern awards?  
Our business is diverse and spans numerous different industries and occupations, so there are a number of modern awards that are relevant to our employees. Below is a list of modern awards that relate to some of our employees. Click on the link to view the relevant award.  For more information, please refer to the Fair Work Commission website or contact People Connect.

Aged Care Award

Architects Award 2010

Black Coal Mining Industry Award 2010

Building and Construction General On-Site Award 2010

Clerks - Private Sector Award 2010

Electrical, Electronic and Communications Contracting Award 2010

General Retail Industry Award 2010

Manufacturing and Associated Industries and Occupations Award 2010

Maritime Offshore Oil and Gas Award 2010

National Employment Standards

Oil Refining and Manufacturing Award 2010

Professional Employees Award 2010

Real Estate Industry Award 2010

The Fair Work Commission

# Article: KB0018811

|  |  |
| --- | --- |
| Created: | 2025-03-06 19:17:31 |
| Updated: | 2025-03-06 19:29:01 |
| Status: | Published |

## Content

Click here to view the Volunteering Policy.

# Article: KB0018925

|  |  |
| --- | --- |
| Created: | 2025-04-27 20:16:35 |
| Updated: | 2025-04-29 17:55:10 |
| Status: | Published |

## Content

Click here to view the Replacement Day Off Policy

# Article: KB0018743

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| Created: | 2025-03-16 19:49:59 |
| Updated: | 2025-03-18 23:08:34 |
| Status: | Published |

## Content

A trip to a foreign country can be a wonderful experience, but should an emergency arise, here are how your Lendlease (US) plans will provide coverage. Be sure to take sufficient supply of any maintenance medication with you and put it in your carry-on bag. Please refer to the following information if you are covered by one of the listed plans.

How do I use my medical benefit outside the US?  
United Healthcare (UHC) and Express Scripts Prescriptions PlanYou will only be covered for emergency treatment when outside the US.   Please note you will need to pay up front for any medical or prescription bills you incur, then you can submit them to UHC using the UHC Foreign Claim Form, or to Express Scripts using the and Express Scripts Prescription Drug Reimbursement Form.Express Scripts You will only be covered for emergency treatment when outside the US.  Please note  you will need to pay up front for any medical or prescription bills you incur, then you can submit them to UHC using the UHC Foreign Claim Form, or to Express Scripts using the and Express Scripts Prescription Drug Reimbursement Form.The Hartford Travel Assistance  
When you are more than 100 miles from home you have direct access to round-the-clock support when travelling for business or pleasure for medical emergencies, cash, emergencies, evacuations, prescription refills and more. The program even pays for a companion to remain with you if you need to be hospitalized for more than seven days.  
UHA Hawaii UHA offers global emergency services through Assist America. Assist America is automatically activated when a UHA member travels more than 100 miles away from home. For the services to be covered, members must arrange all services through Assist America.  Contact (800) 304-4585 or (609) 921-0868 for immediate assistance.  Assist America provides services including medical referrals, monitoring, evacuation, repatriation, emergency prescription refills and more. A free smartphone app is available which provides a US Embassy Locator, Pre-Trip Information and an emergency phone call button.All other UHA overseas services UHA will reimburse members at a non-participating rate (80% of Eligible Charge). To receive reimbursement, members need to submit an international claim form (HCFA1500) and billing invoice. Both items should be converted into English and US dollars. Members will be reimbursed up to their respective policy and benefit limits.  
MetLife Dental  Benefits are available for dental services received outside of the US by a foreign provider.  You will need to pay up front and be reimbursed by submitting copies of invoices with a MetLife claim form.  Any foreign currency will be converted into US dollars. MetLife will allow benefits based on current plan provisions.  
VSP Vision Plan If you are enrolled in the VSP Vision Plan, you can utilize the vision benefits outside of the US.  You will need to pay up front and then file a claim for out-of-network benefits using the VSP Out of Network Reimbursement form along with copies of receipts from the medical provider.  
Life Insurance The Lendlease life insurance plan includes a “repatriation of remains” benefit that covers the preparation and transportation of the employee’s body to a mortuary if they suffer an accident and pass away more than 200 miles from their primary residence. Please note this covers accidental deaths only. If an employee passes away while overseas due to illness, this would not be included.  
Resources

UHC Foreign Claim Form

Express Scripts Prescription Drug Reimbursement Form

MetLife Claim Form

VSP Out of Network Reimbursement Form

UHA Hawaii Foreign Claim Form

The Hartford Travel Assist

# Article: KB0018893

|  |  |
| --- | --- |
| Created: | 2025-05-05 20:08:40 |
| Updated: | 2025-05-05 20:23:44 |
| Status: | Published |

## Content

Click here to view the Special Leave (Parental Leave) Policy

# Article: KB0020598

|  |  |
| --- | --- |
| Created: | 2024-10-10 23:07:24 |
| Updated: | 2024-10-10 23:13:24 |
| Status: | Published |

## Content

Critical Incident Definition  
Any event that had the potential to result in, or has resulted in, LARGE or VERY LARGE impacts (refer to the Impact Table below).

Impact  
Health & Safety  
Environmental

Very large

Fatality due to Injury or Occupational Illness  
Kidnapping of an employee  
Evacuation of employee’s due to threat of fatality   
Irreversible on-site and/or off-site damage; On-site and/or off-site damage with clean up or remedy work incurring a very large impact

Large  
Injury or Occupational Illness that results in permanent disability   
Treatable on-site and/or off-site damage with clean up or remedy work incurring a large impact.

A critical incident has the potential to overwhelm the usually effective coping skills of either an individual or group. Critical incidents typically cause a ‘detrimental’ impact which can include:

significant disruption;  
increased levels of tension;  
emotional responses, and  
changes in performance.

Leaders can significantly assist recovery by providing the following supportive behaviours, called the three Rs approach: Recognise, Respond, Refer.

Recognise signs of post-incident stress as normal reactions.   
Respond with a supportive approach and talking with all impacted employees.   
Refer the employee to further support or counselling, e.g. an Unmind Therapist, their family, or a GP.

For urgent critical incident support on Lendlease sites or assets please contact Unmind.  
Unmind: +1 (903) 866-4631   
\*\*Initiating this process incurs a cost for the business unit, project, asset, operation, or site. Lendlease Management Services, through Lendlease Foundation, will arrange chargeback as contract owners with Unmind.

Step No.  
Action

1  
Lendlease workplace experiences critical incident or significant event

2  
Manager/ P&C Business Partner identified response co-ordinator notifies Unmind on +1 (903) 866-4631 (24 hours 7 days)

3  
Senior Triage Psychologist determines clinically appropriate response and provides guidance to response co-ordinator

4  
Incident/event response services delivered by Counsellor (face-to-face, telephone, skype)+

5  
Feedback provided to Lendlease response co-ordinator

6

Employees identified at either LOW RISK and Unmind access encouraged or;  
Employees identified at HIGH RISK and Scheduled follow-up with Unmind Psychologist 24 to 48 hours after initial contact with feedback provided to Lendlease response co-ordinator

# Article: KB0018993

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| Created: | 2021-05-07 02:29:51 |
| Updated: | 2024-02-29 00:08:19 |
| Status: | Published |

## Content

This plan is designed to provide non-union hourly or casual employees with the flexibility to meet their personal needs during the work week. Hourly Paid Time-Off (PTO) may be used during regularly scheduled work hours for when an employee does not work. Eligible employees begin accruing Hourly PTO hours at the start of their employment.

What are the eligibility requirements and how do I earn Hourly PTO hours?  
Eligible employees are full-time and part-time, non-union hourly employees working more than 90 consecutive days.  PTO will be calculated at the start of employment and hours will be deemed accrued and may be used 90 days from the employment start date, in increments of a minimum of one (1) hour. Eligible employees will accrue .0385 hours of PTO per hour of work recorded, with a maximum limit of 40 work hours per week. At the end of each calendar year, unused, accrued PTO hours continue to stay in the employees Hourly PTO bank, however, hours will stop accruing at 160 hours.  
How do I request my Hourly PTO?

PLAN

Review the eligibility requirements and read the Hourly Paid Time-Off Policy and Frequently Asked Questions for more details. Unless an emergency or sudden illness occurs, employees must notify their supervisor seven (7) days in advance, or as early as possible, prior to taking Hourly PTO.

PREPARE

Hourly PTO hours must be fully accrued to be used; verify your balance with your supervisor prior to requesting or taking Hourly PTO. Work with your supervisor to determine any time where work schedules may preclude taking time off or where other employees may have already requested time off.

ACT

Track your eligible hours and use them based on the policy, as approved by your supervisor.Enter your PTO request in Workday and record your PTO hours along with all regular hours submitted to payroll weekly.  Enter "Pay Type" 36 within E1 Employee Self-Service and "Pay Type" 86 if paid bi-weekly.  If you record your hours on a written timesheet you should write "PTO" on the days in which you take PTO hours.

FINALIZE

Balances are available in E1 Employee Self-Service. Upon separation from employment, eligible employees will be paid for any accrued, unused PTO hours following their last day, unless state law requires otherwise.

Who do I contact about the benefit?  
If you have any questions about the Hourly PTO Plan, please call People Connect on 866 848 1200 and select option two or ask People Connect online using the link on the top right corner of this page.  
Resources

E1 Employee Self Service (E1 ESS)

Hourly Paid Time-Off Policy

Hourly Paid Time Off FAQ's

# Article: KB0019054

|  |  |
| --- | --- |
| Created: | 2025-03-12 03:48:39 |
| Updated: | 2025-03-12 03:57:39 |
| Status: | Published |

## Content

Click here to view the Retirement policy

# Article: KB0020221

|  |  |
| --- | --- |
| Created: | 2025-03-11 22:31:21 |
| Updated: | 2025-03-11 22:55:07 |
| Status: | Published |

## Content

My Pay - Casuals & Retail

UKG Pro WFM is our new timesheet entry and approval system   
Use the desktop app to enter, submit, review, and approve electronic timesheets, or you can use the UKG Pro mobile app to enter, review and approve timesheets on the go.

If you need support with:

User Access  
Business Queries  
Technical issues

Please contact wfm.admin@lendlease.com

Employee Guide  
Installing the UKG Pro App

# Article: KB0018736

|  |  |
| --- | --- |
| Created: | 2025-04-11 05:06:10 |
| Updated: | 2025-04-13 18:22:22 |
| Status: | Published |

## Content

Changes in your family often require changes to your benefit plans. If you have experienced a qualifying Life Event, you can make benefit changes within 31 days of the event.

What are the eligibility requirements Qualifying?  
These are events that qualify for a Life Event:1. Marriage, legal separation, divorce, or annulment since last election2. Birth of a child since last election (even if you have Family coverage today you must add a new child)3. Adoption or placement for adoption of a child since last election4. Death of your spouse or child since last election5. Change of dependent status of a child (such as attaining age limit or change in availability of benefits through child's employer) since last election. (NOTE: A child may remain covered to age 26 regardless of employment or availability of coverage through employer.)6. Termination (or commencement) of employment of spouse or dependent since last election7. Change in employee's, spouse's or dependent's job or residence location since last election, resulting in stoppage of HMO coverage8. Judgment, decree, or order resulting from a divorce, legal separation, annulment, or change in legal custody (including issuance of a qualified medical child support order) that affects the child's eligibility for coverage under this or other parent's health plan since last election9. Taking an unpaid leave of absence by the employee, spouse, or dependent or returning from such a leave, since last election10. Switching from part-time to full-time employment or from full-time to part-time status by the employee or spouse since last election11. Significant change in the health care coverage or cost of coverage of the employee or spouse attributable to the spouse's employment since last election (for example, any material loss or addition of health benefits under spouse's employer's plan that changes the employee's or spouse's coverage)12. You or your spouse becoming enrolled in Medicare or Medicaid or losing eligibility for Medicare or Medicaid13. You or your eligible dependents either lose Medicaid or Children’s Health Insurance Program (CHIP) coverage because you are no longer eligible, or become eligible for a state’s premium assistance program under Medicaid or CHIP. You will have 60 days – instead of 31 – from the date of the Medicaid/CHIP eligibility change to request enrollment.14. Changes in coverage due to an election made by your spouse or dependent under the spouse's or dependent's employer's benefit plan if the other employer plan has a different open enrollment period that relates to a period that is different from the plan year for this plan (for example, your spouse's open enrollment is in January and your spouse changes coverage)15. Changes in the availability of benefit options or coverage (additional or removal) under the plan16. Significant increase or decrease in the cost of coverage during the plan year17. Eligibility for a special enrollment period18. Eligibility for COBRA continuation coverage or extended coverage under USERRA19. Change in employment status so that you are no longer expected to average at least 30 hours of service per week, if you enroll in another plan that provides minimum essential coverage20. Qualifying for either a special or annual enrollment period in the Health Insurance MarketplaceDependent Care Flexible Spending Account 21.  Change in dependent care provider22. Change in fees charged by dependent care provider (as long as provider is not a relative)  
How do I submit a Qualifying Life Event?

You have a 31 day window to report and make any change(s) in your family’s status, health coverage elections, life insurance coverage elections and report any qualifying life event change during the plan year.Source supporting documentation as required under the dependent verification requirements guidelines/website.   
If you have experienced one of the changes listed under the eligibility requirements, log on to your account on the Benefits Center and upload any required documents.You will be able to make changes to your medical, dental, vision, FSA, life insurance, Metlife Critical Illness, Metlife Hospital, or Accident Plans (as well as update your life insurance beneficiaries) on the Benefits Center.  
If you have added a dependent under medical, you will receive a new identification card from the insurance carrier.

Who can I contact about a qualifying life event?  
For questions regarding the benefit, contact the Benefits Center on 844.549.6210  
Resources

Benefits Center

Domestic Partner Affirmation Form

Eligible Dependents

Dependent Verification Requirements

# Article: KB0018803

|  |  |
| --- | --- |
| Created: | 2021-05-05 21:50:42 |
| Updated: | 2024-02-29 00:08:19 |
| Status: | Published |

## Content

Americas Legal & Compliance

Approver's name and title:  
Michael G. SerafinoChief Compliance & Litigation Officer, Americas

Effective date:  
September 2020

Review date:  
September 2020

Next review date:  
January 2022

PURPOSE  
Perceived benefits of engaging an individual as an independent contractor (also referred to as a “consultant”) include the avoidance of certain benefits afforded to employees under federal, state, and local law. For example, independent contractors are not entitled to minimum wage or overtime pay under federal or state law, and a company also avoids tax withholding and remittance and insurance obligations. However, it is important to understand that where an individual is incorrectly classified as an independent contractor rather than an employee, the company could be in violation of applicable law. Independent contractor engagements must not be for purposes of avoiding the provision of benefits or the payment of applicable taxes.  
Misclassifying individuals as consultants or independent contractors may result in significant penalties to Lendlease. Penalties could include significant tax, wage, and benefit liabilities; unanticipated (and perhaps underinsured) tort liability to third parties for injuries caused by contractors; as well as significant fines and/or license revocation. In addition, having an individual work without a contractual or employment relationship exposes Lendlease to undue risk.  
Please follow this Policy prior to making any commitment to engage an independent contractor to provide services to Lendlease in the Americas, including engaging a former employee to provide services to the Business. Failing to follow policy and procedure could result in penalties to you, up to and including termination.  
SCOPE  
This policy applies to all employees in the Americas Region of Lendlease including those who are permanent or fixed term and working full-time or part-time.  
POLICY  
The engagement of an independent contractor or consultant must be approved by Americas People & Culture, Tax, and Legal before Lendlease makes any commitment or services begin. These procedures apply to contracts for the provision of business services (as distinct from vendors providing goods and materials under a purchase order or supply agreement).  
It is the relevant Business' obligation to submit requests for initial approval or renewal to People & Culture with sufficient time for People & Culture, Tax, and Legal to conduct review. It is the relevant Business' obligation to work with People & Culture to properly classify the individual. Legal will confirm once all required approvals have been obtained before People & Culture proceeds with onboarding the individual in the appropriate classification.  
Start by engaging your People & Culture Strategic Business Partner. People & Culture will consider the facts relevant to the engagement, including interviewing the hiring manager and/or the individual as appropriate, using the Independent Contractor Classification Tool (defined below).  People & Culture will thoroughly document the relevant facts.  
Where further review is necessary, People & Culture will provide the relevant facts to regional compliance counsel, who will, as appropriate, review the proposed classification and consult with People & Culture.  
In the event the principal or employees of a corporation will provide the services, as opposed to an individual or sole proprietor of a LLC, further review may not be necessary to approve independent contractor status.  In the event an individual will be acting as an employee rather than a consultant, and classification as an independent contractor is not appropriate, People & Culture will advise regarding onboarding the individual under the appropriate classification.  
All independent contractor engagements require a current, written agreement setting forth the terms of the relationship, which must be reviewed and approved by Legal.  
CONSEQUENCES OF BREACHING THIS POLICY  
Disciplinary action may be taken at Lendlease’s sole discretion if this policy is breached. This may include action up to and including dismissal in appropriate circumstances.  
Penalties against Lendlease for misclassifying individuals as independent contractors could include significant tax, wage, and benefit liabilities; unanticipated (and perhaps underinsured) tort liability to third parties for injuries caused by contractors; significant fines and license revocation; as well as debarment from public contracting.  
FURTHER INFORMATION AND RELATED MATERIALS  
Download this Americas Policy on Engagement of Independent Contractors  
Independent Contract Classification Tool  
This tool is utilized by People & Culture to guide the Business through an analysis of the relevant engagement to determine whether independent contractor status is appropriate given the circumstances.  
For questions on this policy or it's implementation please contact:  
Legal

Chief Compliance & Litigation Officer  
Associate Counsel, Compliance   
Legal Counsel, Compliance

People & Culture Americas

People & Culture, Director of Compliance

Tax, Americas

Head of Tax

For compliance contacts please see the Key Contacts page - Compliance

# Article: KB0018789

|  |  |
| --- | --- |
| Created: | 2025-01-12 19:19:22 |
| Updated: | 2025-01-12 19:25:42 |
| Status: | Published |

## Content

Group Risk and Insurance  
Click here to view the Business Travel Policy

# Article: KB0018766

|  |  |
| --- | --- |
| Created: | 2025-03-06 18:31:36 |
| Updated: | 2025-03-06 18:42:55 |
| Status: | Published |

## Content

At Lendlease we aim to create a great workplace that supports our people to seek happy, healthy and productive lives, and recognise our people are unique individuals with different experiences and needs, at various stages of life. To support this, we provide a wide range of benefits from which employees can choose.From our employee referral program, to childcare rebates, additional leave purchase options, health assessments and many more benefits, our Benefits Guide is a handy resource to help our employees in Australia find information about what’s on offer.  
Please click on the image below to launch the guide.  
You can find more detailed information on these benefits in the P&C ServiceNow Knowledge Base.  
If you’d like to know more about the employee benefits available to you, please contact People Connect on 1800 554 044.

# Article: KB0018790

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| --- | --- |
| Created: | 2021-05-07 01:51:01 |
| Updated: | 2024-02-29 00:08:20 |
| Status: | Published |

## Content

Group or Regional Legal and Company Secretarial  
Purpose  
This Group Code of Conduct Breach Reporting Procedure provides a mechanism for raising concerns about unethical or illegal business conduct, including behaviour which may not accord with our Core Values or Code of Conduct, and offers certain protections to anyone who reports concerns in good faith under this Group Procedure.  
Instructions  
Procedures for making a disclosure under this Group Policy  
1. Business Conduct Officers  
Lendlease has established Business Conduct Officers to serve as the primary points of contact for the disclosure of unethical or illegal conduct.  Group officers, employees and contractors may raise concerns by contacting the Business Conduct Officer in their region or, if preferred, the Group Business Conduct Officer.  
2. Employee Conduct Hotline  
The Lendlease Employee Conduct Hotline is a secure and independent channel for you to raise genuine concerns, seek further assistance and report potential employee conduct breaches that you have felt uncomfortable in raising or resolving through the other channels available to you. It is hosted by EthicsPoint, an external organisation that helps companies foster a culture of integrity and compliance.  
The Lendlease Employee Conduct Hotline offers:

Confidential reporting and the choice to remain anonymous  
Telephone and web-based reporting options in over 180 languages  
24-hour access, seven days a week  
Ability to follow up on your concern, even if you choose to remain anonymous

It is important to note that the information you submit will be treated confidentially. Following each call or web contact, the hotline operator will forward a report to the appropriate Business Conduct Officer within Lendlease for review and handling. Your report is given a report key so that you can check back to receive a response or provide more information.  
Disclosures may be anonymous  
The individual making the disclosure may choose whether or not to make the disclosure anonymously.  It may not be possible to investigate the disclosure as thoroughly if it is made anonymously than where the individual gives their details.  In addition, in some countries the individual may need to reveal their identity before making the disclosure to qualify for protection under protected disclosure laws.  Further information on local laws can be obtained from the Business Conduct Officer in the relevant region.  
Flowchart of procedures for making a disclosure under this Group Policy

Investigation of disclosures  
The action taken to investigate disclosures under this procedure will necessarily depend on the particular circumstances.  Where the individual has provided their contact details, they will be informed in general terms of the status of the disclosure and the final outcome of any investigation, unless privacy, confidentiality or other legal constraints limit the feedback that can be provided.  
Generally, disclosures made under the Policy will be treated confidentially, and in some countries the law requires that a disclosure remains confidential unless the individual making the disclosure gives their consent to the disclosure being revealed.  For this reason, you may be asked for such consent if you make a disclosure in order to facilitate the investigation process and to enable Lendlease to reach a satisfactory outcome.  For example, to investigate the disclosure it may be necessary to reveal its substance to people such as other Lendlease personnel, external consultants involved in the investigation process and, in appropriate circumstances, law enforcement agencies.  At some point in time, it may also be necessary to disclose the fact and substance of the disclosure to the person who is the subject of the disclosure.  
If an individual’s identity is disclosed during the investigation process, the individual will not be disadvantaged in their employment by any Group company.  
Reprisal action will not be tolerated  
Lendlease will not tolerate the taking of detrimental action against individuals who make a disclosure under this procedure in reprisal for making the disclosure.  Any officer or employee who takes or threatens to take detrimental action in reprisal will be subject to disciplinary action, which may include dismissal.  
Further, under some countries’ laws, the taking of detrimental action in reprisal for making a disclosure may be an offence and/or may give the individual who has made the disclosure the right to seek compensation.  Further information on the laws that apply in a particular country is available from the relevant Business Conduct Officer.  
If an individual believes that they have been, or are likely to be, disadvantaged in any way by another officer or employee or a Group company because they have made a disclosure, they should contact their manager or the Business Conduct Officer in their region.  
Fairness to persons against whom disclosures are made  
Lendlease recognises that individuals against whom disclosures are made are entitled to be treated fairly.  Disciplinary action may be taken against employees found to have made disclosures containing malicious or unfounded allegations.  
Anyone who makes a disclosure under this Group Policy, but is later found to have been actively involved in the wrongdoing, will be subject to the same investigation process, including any disciplinary or criminal proceedings.  
Further information  
Employee Conduct Guide.  
Group Policy Conduct Breach Reporting  
Business Conduct Officers details can be found under Key Contacts  
Employee Conduct Hotline

# Article: KB0019025

|  |  |
| --- | --- |
| Created: | 2024-12-19 08:05:06 |
| Updated: | 2024-12-19 08:08:29 |
| Status: | Published |

## Content

At Lendlease we believe that flexibility is the key to a good work life balance. This is why we offer eligible employees the option to purchase additional leave, if this suits their circumstances. You can purchase additional leave through two methods at certain times during the year:   
- using any potential annual bonus awarded to you through the compensation review bonus (option available in June); and/or - using salary sacrifice from TPV.

What are the eligibility requirements?  
Permanent and fixed term employees of Lendlease are eligible to purchase additional leave, subject to policy conditions.Where employees are employed under the terms and conditions of an operative enterprise agreement with a Lendlease group company, please refer to the relevant enterprise agreement as to whether or not this policy applies to you.

How do I apply for additional leave using salary sacrifice?

PLAN

Read through the Purchased Leave Policy.

PREPARE

Read the terms and conditions applicable to salary sacrifice of Purchase Leave.

ACT

Using the Benefits worklet in Workday, select salary sacrifice and enter the number of days leave you would like to purchase.  
Your Purchased leave will be automatically approved in Workday.

FINALISE

You can view your purchased leave balance in Workday in the following pay period.

How do I apply for additional leave using my potential bonus?  
After the broadcast email, bonus nominations will be available in Workday. Using the Benefits worklet, select Salary Sacrifice and choose 'Bonus Election'.

PLAN

Read through the Purchased Leave Policy.

PREPARE

View the Bonus Nomination email sent out via broadcast in June.Read the Bonus Nomination conditions attached in the email.

ACT

Information on how to purchase additional leave from your potential bonus will be circulated after the broadcast email.

FINALISE

You can view your purchased leave balance in Workday following the October pay run.

Resources

Purchased Leave Policy

Salary Sacrifice Quick Fact Guide

Workday

# Article: KB0019110

|  |  |
| --- | --- |
| Created: | 2021-05-05 07:29:02 |
| Updated: | 2024-02-29 00:08:20 |
| Status: | Published |

## Content

For our people to perform at their best, we must all be supported to feel healthy and well. Sometimes, this means taking a day to schedule medical check-ups, go on a yoga retreat or practice meditation or mindfulness.Wellbeing days are available to eligible employees, in addition to the paid time off (PTO) policy.

What are the eligibility requirements?  
Eligibility requirements are outlined in the SCOPE section of the Wellbeing Days Policy.  
How do I apply?

PLAN

Review the eligibility requirements and Wellbeing Days Policy prior to requesting wellbeing time off.

PREPARE

Discuss your intention to take the time off with your manager and apply for wellbeing days via Workday. All eligible employees are entitled to one (1) paid Wellbeing day every four (4) calendar months, subject to the conditions in the policy.  
Time off days should be taken at a time when business is not unduly impacted.

ACT

Enter your wellbeing day request in Workday and record your wellbeing hours on your timesheet in E1.  
Wellbeing days will be automatically approved in Workday

FINALIZE

If necessary, create or revise your department calendars to reflect your time away from the office and/or out of office automatic replies within MSOffice Outlook.

Review the Wellbeing Policy below to confirm limitations of use when the intent is to use wellbeing days along with PTO or when PTO balances are excessive.

How do I update my request?  
Employees may cancel or revise their wellbeing day requests via Workday.If you have any questions on wellbeing days, please call People Connect on 1 866 848 1200 and select option two or ask People Connect online using the top right hand corner button on this page.   
Resources

E1 Employee Self Service (ESS)

Wellbeing Days Policy

# Article: KB0019078

|  |  |
| --- | --- |
| Created: | 2021-05-05 19:25:05 |
| Updated: | 2024-02-29 00:08:21 |
| Status: | Published |

## Content

A secondment is when a business unit or project has a temporary need for resource support which can be met by moving an employee from their current role for a defined period of time. It is anticipated at the end of the secondment employees will return to the role they left. A secondment can be a valuable way for our people to gain experience and develop skills and knowledge across our business.Secondments may emerge from a number of situations:- You may be asked to join a team or project because of your specific skills or experience.- A manager or project leader may consult with People & Culture and/or their peers about a particular short-term resourcing need.- You may discuss your interest in a secondment with your manager as a way of further developing your skills and experience.  Your manager may be able to assist in finding secondment opportunities to facilitate this development request.

What are the eligibility requirements?  
There are no specific eligibility requirements to apply for or to take up a secondment opportunity. Before applying for any opportunity you should discuss your application with your manager. You should be clear about what your objectives are when submitting your application and also what business rationale your application supports.  
What are the different types of secondments?  
An internal secondment is where an employee moves temporarily to a different Lendlease business unit or project. Employees remain in their home country but may move office locations. If an employee is required to move locations within country, it may be considered as a ‘temporary relocation’.  The type and level of support available varies depending on location. For more information about support when temporarily moving locations please refer to your region’s policy in the resources section below.An external secondment is where an employee moves temporarily to an external organisation to work on a project or assignment. The employee remains employed by Lendlease and remains in their home country. For more information on external secondments please contact your local People & Culture representative.An international assignment is where an employee moves temporarily to a role or project in another country. The employee remains employed by Lendlease in their home country. For more information on international assignments please review the Global Mobility Framework and related policies.  
How do I move forward?

PLAN

Think about your personal objectives and business rationale for your move.Discuss secondment opportunities with your manager in your regular one-on-one meetings.Review opportunities on Workday.Australian employees should read  the Secondment (Local Assignment) Policy.

PREPARE

Discuss with your current manager and plan what would happen with your current responsibilities during your secondment.Set out some specific objectives for the secondment with your current manager.

ACT

If you are interested in pursuing a specific secondment opportunity speak to your manager or People & Culture representative.Prepare for an appropriate handover of your current responsibilities.

FINALISE

Generally your terms and conditions of employment will remain unchanged during the secondment, but you will receive a letter outlining the nature and expected duration of the secondment, including details of your reporting relationships.During your secondment, you will report to a manager in the host business unit, and this business is responsible for paying your salary and other costs.At the completion of the secondment you will typically return to your original role and business unit. Occasionally, secondments can become permanent and this typically occurs if the hosting manager requests this change, and all parties agree.  In this case the terms and conditions of your employment will adjust to the new permanent role.

Resources

Global Mobility Framework

Workday

Australia only - Secondment (Local Transfer) Policy

Australia - Domestic Temporary Relocations Policy

Europe - Subsistence Allowance Policy

Americas – Out-of-Town Living and Relocation Expenses

Ask People Connect

# Article: KB0018991

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| --- | --- |
| Created: | 2021-05-07 02:31:30 |
| Updated: | 2024-02-29 00:08:21 |
| Status: | Published |

## Content

Paid Family Leave – for Non-Union Employees working in New York State   
Beginning January 1, 2018, the state of New York will offer Paid Family Leave (PFL) to eligible workers. The Hartford will administer this leave on behalf of Lendlease. Eligible employees can take up to ten weeks of PFL to:  
1. bond with a newly born, adopted or fostered child (within the first 12 months after the child’s birth or placement); 2. care for a family member with a serious illness; or 3. to care for or assist with family matters when a family member is deployed or has been called to active duty. PFL is not available for an employee’s own serious illness or qualifying military event.Aetna will administer the PFL program and will make all determinations as to eligibility for PFL.  All requests for PFL must be submitted through The Hartford.

What are the eligibility requirements?  
Employees must work in the State of New York to be eligible. Full-time employees (> 20 hours per week) must work 26 continuous weeks before becoming eligible for PFL, and part-time employees (< 20 hours per week) must work 175 days within a 52-week period before becoming eligible for PFL.  In 2020, an eligible employee is allowed up to a total of 10 weeks of PFL within a 52-consecutive week period.    
There’s no waiting period for PFL.   
How do I apply?

PLAN

Review eligibility requirements.Read through the policy.

ACT

Advise your manager of the leave you need (provide 30 days advance notice if the need for leave is foreseeable) and your anticipated return date. If the need for leave is not foreseeable, provide advance notice as soon as possible.  
Apply for PFL and payment of PFL benefits.  
Contact:  
The Hartford online at https://abilityadvantage.thehartford.com/ or through their mobile application  
Call their Customer Care Center at 888.301.5615

FINALISE

After filing PFL claim with The Hartford, you will receive a 'leave packet'. You may be required to return information to The Hartford for an approval and submit additional documentation demonstrating the need for PFL, so please review the packet carefully and return all required documentation in a timely manner.

Resources

New York State Family Leave Policy

New York State Family Leave FAQs

The Hartford

New York Paid Family Leave

# Article: KB0019074

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| --- | --- |
| Created: | 2025-01-08 22:27:38 |
| Updated: | 2025-01-08 22:48:07 |
| Status: | Published |

## Content

Professional development starts with understanding the key capabilities essential to your role. These frameworks provide a roadmap for career growth by identifying specific skills and competencies. Collaborate with your manager to talk through the capabilities you want to develop, then create a targeted development plan.  As you progress, look for the experiences, exposure to new situations and formal education that will continue to improve your capabilities over time.  
There are three sets of capabilities that help us be successful in our roles:

Lendlease capabilities – these eight capabilities apply to all roles at all levels at Lendlease.  No matter what you do, or where you work in Lendlease these are the capabilities that are critical to our success.  You should be proficient in all these capabilities at a level appropriate to your role.  
Job family/category capabilities – these capabilities apply to certain job families in Lendlease and are designed to give you comprehensive, in-depth knowledge of the behaviours required for success, in particular roles, throughout our business.  Select the Job Family Framework appropriate for your role to learn more.  
Mission critical capabilities - these 12 capabilities are specifically for Development, Construction, Investment Management and Digital. As this is an evolving and living document - these capabilities will change with time as we continue to grow within our strategy.

How do I use the Lendlease Capabilities Framework?  
Firstly, spend time understanding the Lendlease Capabilities and other relevant frameworks, and consider what proficiency level you are today.  Have a conversation with your manager about their expectation of proficiency level in your role.   
Once you understand the expectations in your role use the frameworks to map your development plan and participate in development opportunities.  You should aim to develop your capabilities using a mixture of experience, exposure and education. Use these resources to learn more:  
Development Planning Through Experience, Exposure and Education  
Build your capability with Workday Learning

How can I teach my team more about Lendlease Capabilities?  
As a leader it is important that you spend time talking to your team about the capabilities required to do your jobs well.  
You can use the provided resources below to conduct a short meeting with your team on the capabilities. Spend some time as a team considering how you can apply the capabilities. Consider which are your team’s strengths and which capabilities you may want to develop as a team. Then decide, as a team, which capabilities you will focus on improving in the future and consider adding these to individual development plans.

Resources

Team Talk – Lendlease Capabilities

Team Talk – Lendlease Capabilities Presentation

Lendlease Capabilities Framework at a glance

Lendlease Capabilities Framework In-Depth

Lendlease Capabilities Framework Print Me

Job Family Capability Frameworks

Mission Critical Capabilities

Lendlease Capabilities Framework for recruitment - Italian - Lendlease Capacità

Lendlease Capabilities Framework for recruitment - Japanese -レンドリース能力

Lendlease Capabilities Framework for recruitment - Simplified Chinese -联实能力

Lendlease Capabilities Framework Question Bank

Lendlease Hiring Manager Recruiter Interview Guidance

# Article: KB0019045

|  |  |
| --- | --- |
| Created: | 2025-03-12 03:09:45 |
| Updated: | 2025-03-12 03:17:13 |
| Status: | Published |

## Content

Click here to view the Time Off for Dependents policy

# Article: KB0019149

|  |  |
| --- | --- |
| Created: | 2024-12-26 19:27:12 |
| Updated: | 2024-12-26 20:12:51 |
| Status: | Published |

## Content

If you have a general People & Culture enquiry, please click here to raise/check the status of a People & Culture enquiry   
or you can contact People Connect Mon to Fri at 6:00 am to 12:00 am (Malaysia Time)

Phone

+1 866 848 1200

Email

PeopleConnect@lendlease.com

Payroll details

Payroll Hours  
Eastern Standard Time  
 8:00 am to 5:00 pm

Service billing questions  
Gerald Allison   
Gerald.allison@lendlease.com704 357 2898

Employment Verification  
 Payroll  
 amerpaytask@lendlease.com

Other payroll related questions  
 Payroll Hotline  
 1 888 909 9292

Should you need to contact your Strategic Business Partner or Recruitment directly, please see below details:

Who is my Strategic Business Partner?

Name   
Mobile

Jessica DevineStrategic Business Partner

+1 415 535 1513

Jennifer ChangStrategic Business Partner

+1 646 596 5583

Who is my Recruitment contact?

Email: RecruitNY@lendlease.com

Name  
Telephone  
Mobile

Diamond Pope

+1 212 592 6775  
+1 510 467 4917

# Article: KB0020263

|  |  |
| --- | --- |
| Created: | 2025-01-20 08:46:40 |
| Updated: | 2025-01-20 17:01:55 |
| Status: | Published |

## Content

Maven is the leading global platform transforming women’s and family health by providing high-quality, comprehensive support for employees and their partners as they pursue parenthood and beyond. Use Maven to book on-demand video appointments with best-in-class professionals and virtual specialists across more than 30 specialties and receive personalized educational and coaching resources. All care through Maven is free — there are no copays, deductibles, or other fees.

What is the Lendlease benefit through Maven?  
There are two parts to the benefit:

24/7 access to the Maven platform, virtual care, and support services  
Financial reimbursement for expenses incurred as part of your family building journey through Maven Wallet.

Through Maven’s virtual network of Care Advocates and virtual specialists, Maven can guide each member through their family building and fertility journey. Additionally, for eligible out-of-pocket expenses incurred related to Fertility (for those without an infertility diagnosis), Adoption, Surrogacy and Fertility Preservation Lendlease will reimburse each family unit up to $30,000 USD lifetime maximum.

[NOTE: Lendlease employees who are medical plan eligible but have opted out of coverage are only eligible for Adoption and Surrogacy through Maven Wallet.]

Who should consider signing up for Maven?

An employee who is trying to conceive  
An employee or their partner pursuing fertility treatments or preservation  
A woman who is currently pregnant  
The spouse or partner of a woman who is pregnant  
The new mother or father of a baby who is under a year old  
A mother or father who recently experienced the loss of a pregnancy or infant  
Individuals considering adoption or surrogacy or in the process of adoption or surrogacy  
Individuals who have adopted or had a child through surrogacy in the last year

What type of support do I receive through Maven?  
Lendlease is offering the following programs for medically enrolled employees and partner/spouses through Maven:

Preconception: 12-month renewable offering; promotes overall health literacy for individuals of reproductive age, particularly around fertility and pregnancy.

Egg and Sperm Freezing: 12-month program; guides members through the considerations and process of egg or sperm freezing, helps them choose a clinic, and provides emotional support along the way.

IVF & IUI: 12-month program; guides members through the difficult journey of undergoing fertility treatment including education of the fertility treatment process, help with choosing a high-quality fertility clinic, emotional support and more.  
Adoption: 24-month program; fills gaps in support for individuals navigating the adoption process.  
Surrogacy: 24-month program; our surrogacy program fills gaps in support for individuals navigating the surrogacy process.  
Maternity & Newborn Care: 21-month offering (9 mo pregnancy, 12 mo postpartum); end-to-end program supporting expecting mothers and fathers during pregnancy and through the underserved postpartum and return-to-work periods, driving outcomes for families and employers.  
Parenting & Pediatrics: 12-month renewable program; integrated coaching for parents and specialized pediatric support.

[NOTE: Lendlease employees who are medical plan eligible but have opted out of coverage are only eligible for Adoption and Surrogacy support tracks.]

What is Maven Wallet?  
Maven Wallet enables easy reimbursement for employees without an infertility diagnosis who are pursuing fertility treatments (like IUI and IVF), fertility preservation (egg/sperm/embryo freezing), adoption, surrogacy. Using Maven Wallet, employees can easily upload receipts for eligible expenses and then be reimbursed by their employer. Your employer will reimburse you through payroll; for more information on your Maven Wallet program through Lendlease, please read the Program Overview which can be found in the Maven app within your company resources page. This overview will include specifics on Lendlease’s Wallet offering and a list of eligible and ineligible expenses for each program.

[NOTE: Lendlease employees who are medical plan eligible but have opted out of coverage are only eligible for Adoption and Surrogacy through Maven Wallet.]

To learn more about Maven, click here. Should you have any questions, please send a message to support@mavenclinic.com.

# Article: KB0018754

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| --- | --- |
| Created: | 2021-05-03 03:37:35 |
| Updated: | 2024-02-29 00:08:22 |
| Status: | Published |

## Content

Keeping you safe and well, both physically and mentally is important to us. So you can keep your mind on the job, we also recognise the importance of your financial wellbeing so offer a financial awareness program for our UK employees.

What does the program offer?  
The program incorporates a set of educational seminars covering all aspects of financial planning, including:- Personal finance - understanding debt and tips on how to make your money go further;- Savings and tax;- Pension – saving for your retirement; and, - Family financial wellbeing, including estate planning and family life.We also offer a one day program aimed at employees over the age of 50 (and their partners) which covers:- Money and financial management in retirement;- How pensions, including the Lend Lease Pension, work and the decisions you need to make leading up to retirement and beyond; and,- Lifestyle, relationships and planning for your transition into retirement.   
How do I sign up?  
Look out for future programmes advertised on Pulse. For further information please contact FinancialAwarenessProgramme@lendlease.com  
How do I get support on other Financial matters?  
All permanent UK employees have access to a Financial Wellbeing HUB through their Preference accounts under the Financial Wellbeing title, which provides useful information and tools covering a wide range of financial topics.

# Article: KB0019136

|  |  |
| --- | --- |
| Created: | 2025-01-01 18:36:42 |
| Updated: | 2025-01-01 18:40:21 |
| Status: | Published |

## Content

Most Lendlease offices will be closed in observance of public holidays.   
Bank holidays are when banks and many other businesses are closed during the day. Public holidays are holidays which have been observed through custom and practice. There are different bank and public holidays in different parts of the UK.

2025 Public Holidays  
Holiday Schedule (United Kingdom)

Date

Day

Countries

Holiday

01 Jan

Wed

National

New Year’s Day

02 Jan

Thu

Scotland

New Year Holiday

17 Mar

Mon

Northern Ireland

St Patrick’s Day

18 Apr

Fri

National

Good Friday

21 Apr

Mon

National (except Scotland)

Easter Monday

05 May

Mon

National

Early May Bank Holiday

26 May

Mon

Spring Bank holiday

14 Jul

Mon

Northern Ireland

Battle of the Boyne

04 Aug

Mon

Scotland

Summer Bank holiday

25 Aug

Mon

National (except Scotland)

01 Dec

Mon

Scotland

St Andrew’s Day

25 Dec

Thu

National

Christmas Day

26 Dec

Fri

Boxing Day

Holiday Schedule (Italy)

Public Holiday  
Festa Nazionale

Date  
Data

Day  
Giorno

Office Closure  
Chiusura dell'ufficio

New Year's Day  
Capodanno

01 Jan

Wed

01 Jan - 06 Jan

Epiphany  
Epifania

06 Jan

Mon

Easter Sunday  
Pasqua

20 Apr

Sun

-

Easter Monday  
Lunedì dell'Angelo

21 Apr

Mon

Liberation Day   
Festa della Liberazione

25 Apr

Fri

International Workers’ Day  
Festa dei lavoratori​

01 May

Thu

01 May - 02 May

Republic Day   
Festa della Repubblica

02 Jun

Mon

-

Assumption Day   
Ferragosto​

15 Aug

Fri

11 Aug - 15 Aug

Immaculate Conception  
Immacolata Concezione​

08 Dec

Mon

-

Christmas Day   
Natale​

25 Dec

Thu

24 Dec - 06 Jan 2026

St Stephen’s Day  
Santo Stefano

26 Dec

Fri

# Article: KB0018826

|  |  |
| --- | --- |
| Created: | 2021-05-05 07:30:57 |
| Updated: | 2024-02-29 00:08:22 |
| Status: | Published |

## Content

Americas People & Culture

Approver's name and title:  
Teena HesterHead of People & Culture, Americas

Effective date:  
August 2017

Review date:  
January 2020

Next review date:  
January 2022

PURPOSE Creating a better future for people is at the heart of our vision 'to create the best places'. That includes actively caring for our employees' physical and mental health, as well as their safety. To create a healthier culture, Lendlease recognizes the importance of leadership in ensuring that our people perform at their best, and are supported to feel healthy and well. This is why Lendlease offers Wellbeing Days to eligible employees, as one of the ways to encourage and inspire individual physical and mental wellbeing. This benefit is provided in addition to your Paid Time Off (PTO) program.This policy outlines the conditions and guidelines for the Wellbeing Days.SCOPE All active, salaried employees scheduled to work 30 or more hours per week are eligible. This policy does not apply to hourly employees.Newly hired employees with start dates within a 4-month period (as referred to in the 'Benefits' section below) will be eligible for the Wellbeing Day at the start of the next period.POLICY All eligible employees are entitled to one (1) paid Wellbeing Day every four (4) calendar months, subject to the conditions in this policy.Employees are encouraged to use these days at regular intervals throughout the year for preventative physical and mental health services and positively impacting wellbeing activities. As such, Wellbeing Days do not carry over each period, may not be used in advance of the next period, nor are they paid out upon termination of employment. Application Process Employees must apply for Wellbeing Days in advance. Employees are not required to disclose the reason for the leave application; however, manager approval is required for the timing of the leave. It is expected that leave days will be taken at a time when business is not unduly impacted, and if necessary, alternative timing can be agreed between the employee and their manager.Lendlease fundamentally believes in the importance of having regular, short breaks for maintaining our health and wellbeing. As such, Lendlease actively encourages employees to take Wellbeing Days at consistent intervals throughout the year.Wellbeing Days can only be taken as a full or half day, per leave application. A maximum of one (1) day Wellbeing Day can be taken in each specified 4-month period, as follows:

January 1 through April 30  
May 1 through August 31  
September 1 through December 31

At the start of each of the periods above, eligible employees will be entitled to a Wellbeing Day for that period. Wellbeing Days are not accrued and do not carry over from one period to the next. Any Wellbeing Day not taken during a specified 4-month period will lapse.Newly hired employees with start dates within a 4-month period will be eligible for the Wellbeing Day at the start of the next period.Wellbeing Day Intent and Coverage Wellbeing Days are intended to be used for activities where there is a perceived health benefit or to proactively address illness. Employees are entrusted to use the Wellbeing Days as they deem appropriate for their own health and wellbeing.Some examples of activities for which Wellbeing Day may be used for, are shown below:

Please note: This menu is provided as a guide only and not intended to be prescriptive nor exhaustive.Examples of what Wellbeing Days are not intended to be used for:

Unexpected and sudden illness - refer to the Paid Time Off (PTO) Policy  
Looking after a sick dependent – refer to the Paid Time Off (PTO) Policy  
General holiday pursuits - refer to the Public Holiday Policy  
Unanticipated emergencies – refer to the Paid Time Off (PTO) Policy

If an employee is unsure as to which Leave Policy is most appropriate in a given situation, they could speak with their Manager or ask People Connect  by calling 1866 848 1200 and selecting option 2.Tracking and Reporting Usage of Wellbeing Days will be tracked with the aim of ensuring it is successful in usage, and to understand if it has had a positive impact on employees who take it, including impact, if any, on PTO leave. We want to understand how Wellbeing Days are used, but we recognize that reasons may often be confidential. In line with this, we intend to periodically survey Wellbeing Day applicants for anonymous feedback. While we respect our employees’ privacy, we encourage disclosure of information regarding the purpose and usage of Wellbeing Days on a voluntary basis, as well as the personal impact of taking the leave.PROCESS Step 1:Read the Wellbeing Days Policy to ensure you are eligible and discuss your intention to take the leave with your manager. Employees must apply for Wellbeing Days in advance.Step 2:Request your Wellbeing Day via Workday Absence "Request Absence". The request will be automatically approved.Step 3:If your manager has approved the request (outside of Workday) you may submit the Wellbeing Day, within time entry (pay type 47 - Wellbeing Day) in E1 Self-Service, for the date taken.Please note: It is expected that leave days will be taken at a time when business is not unduly impacted.Review and Other Considerations The policy will be reviewed from time to time, to ensure its ongoing relevance. Lendlease reserves the right to change or cancel the policy and/or entitlement at any time.Should you have any questions regarding this policy, please contact People Connect by calling 1 866 848 1200 and selecting option 2.Access more information on the processes and procedures for Wellbeing Days

# Article: KB0018999

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| --- | --- |
| Created: | 2021-05-07 02:34:47 |
| Updated: | 2024-02-29 00:08:22 |
| Status: | Published |

## Content

You can choose to take an Unpaid Short Term Personal Leave of Absence (USTPLOA) due to personal reasons for a maximum of 30 days with no impact to benefits.

What are the eligibility requirements?  
All active, salaried employees scheduled to work 30 or more hours per week.Employees must use all accrued Paid Time Off (PTO) prior to the start of the unpaid leave of absence.  
How do I apply?

PLAN

Review the eligibility requirements above Read through the USTPLOA Policy

PREPARE

Discuss request for unpaid personal leave of absence with your manager to gain approval to apply for leave at least 30 days prior to the start of the requested leave date.

ACT

Complete the leave of absence request form and enter your leave request via WorkdayYour manager will approve via WorkdaySend a copy of the completed and approved form to AmerBenefits@lendlease.com.

FINALIZE

You will receive an email confirming receipt of your request and notifying if any additional paperwork or information is needed.

Who can I contact about the benefit?  
If you have any questions regarding this benefit please contact People Connect at 866-848-1200 and select option two or ask People Connect online using the button the top right hand corner of this page.  
Resources

USTPLOA Policy

Leave of Absence Request Form

Paid Time Off

# Article: KB0018767

|  |  |
| --- | --- |
| Created: | 2025-02-05 22:54:21 |
| Updated: | 2025-02-05 23:04:53 |
| Status: | Published |

## Content

We are building a greater place to be part of, so we are providing the support and flexibility that our employees and their families need at each stage of their lives. Carers leave and rebates are a few of the many benefits you can receive as a Lendlease employee.Lendlease will reimburse a portion of the net costs incurred in the provision of approved or registered care to a maximum of $60 per child per week. The Lendlease childcare rebate is available for care of children aged 0-5 years only (pre-school aged). No rebate is offered for care of school aged children.  
Your completed Childcare Rebate Claim form must be returned to the relevant payroll team in accordance with the dates stated below.  
NOTE: There are no extensions to these deadlines and payment will only be made for periods stated on the invoices provided.

Period

Document submission period due date

Date of payment

Quarter 1   
1 April to 30 June

All documents to be submitted anytime from 1 July to 5 September

Your next standard payroll pay date

Quarter 2   
1 July to 30 September

All documents to be submitted anytime from 1 October to 5 December

Your next standard payroll pay date

Quarter 3  
1 October to 31 December

All documents to be submitted anytime from 1 January to 5 March

Your next standard payroll pay date

Quarter 4  
1 January to 31 March

All documents to be submitted anytime from 1 April to 5 June

Your next standard payroll pay date

What are the eligibility requirements?  
All permanent and fixed-term employees are eligible for this benefit, subject to policy conditions.  Individuals employed under the terms and conditions of an operative enterprise agreement with a Lendlease group company, should refer to the relevant enterprise agreement to determine if this policy applies to you.   
To be eligible for this benefit, the following conditions must be met:

Childcare must be an arrangement to enable parent(s) to work or study and must be through an approved or registered carer. Before and after school care and vacation care for school-aged children are not included.  
The child that this relates to must be between the age of 0 and 5 (pre-school age) and not at school.   
Employee must be responsible for paying the childcare fees that this benefit relates to.   
The employee’s partner must not be salary sacrificing childcare fees through their employer.

Please note:

Only one claim can be made per child. Where both parents are employees of Lendlease, only one parent can make a claim for the rebate.  
if you are on parental leave (paid or unpaid) or prolonged illness and continue to meet the above conditions, you are still eligible to apply for the Lendlease Childcare Rebate.  
Cash Childcare Rebates are required to be analysed for Fringe Benefits Tax (FBT) purposes. Acceptance of a Cash Childcare Rebate may result in a Reportable Fringe Benefits Tax Amount being included in your income statement in your ATO online account or on your year-end payment summary. Please refer to Lendlease People Connect Knowledge Base and ATO website for further information on Reportable Fringe Benefit Amounts.

How do I apply for the Lendlease cash childcare rebate?

PLAN

Review the cash childcare rebate information provided on this page.

PREPARE

Obtain receipts from the registered childcare provider for the service provided.If you receive the Government Childcare Subsidy (CCS) your childcare provider will deduct the CCS from the fees due. This CCS deduction will be itemised on the invoice. You are required to sign a Lendlease Child Care Statutory Declaration confirming that you meet Lendlease’s eligibility requirements.

ACT

Complete and email the Lendlease Child Care Rebate Claim Form to the relevant payroll team below, attaching the necessary receipts and documents. If this is your first claim, you should complete and attach the Child Care Statutory Declaration.All other Lendlease companies: PayteamAU@lendlease.comOnly original or copies of actual receipts or statements from registered child care can be accepted. Documents need to be submitted by the dates below pertaining to each quarter. Quarter 1 – 1 April to 30 June: documents to be submitted between 1 July and 5 SeptemberQuarter 2 – 1 July to 30 September: documents to be submitted between 1 October and 5 DecemberQuarter 3 – 1 October to 31 December: documents to be submitted between 1 January and 5 MarchQuarter 4 – 1 January to 31 March: documents to be submitted between 1 April and 5 June

FINALISE

You will receive your reimbursement in your nominated bank account as part of your next standard pay after the claim been approved.

Resources

Department of Human Services Website

Child Care Rebate Claim Form

Child Care Statutory Declaration

Attorney General's Department Website (List of authorised witnesses)

# Article: KB0019094

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| --- | --- |
| Created: | 2024-09-23 23:09:19 |
| Updated: | 2024-09-24 00:14:51 |
| Status: | Published |

## Content

At Lendlease we’re committed to supporting the ongoing education of our people. Education support is provided to eligible employees who wish to pursue further academic qualifications at their own initiative in the form of financial and/or time off work for study.Investment in education ensures we can attract, retain and develop employees; continually build employee capability to execute our business strategy; and ensure the future leadership of the business.  
If you or your family members have student loan debt, you may be interested in lowering your rates.  Please see the SoFi student loan refinancing page on ServiceNow for further information.

What are the eligibility requirements?  
US based employees are eligible for this plan if they are an active full-time salaried employee scheduled to work 30 hours or more, with one year of continuous services prior to the start of the course for which reimbursement is to be provided.  
The following criteria must be satisfied to qualify for consideration for education assistance:- The employee must have completed a minimum of 12 months continuous service prior to the start of the course for which reimbursement is to be provided. The length of continuous service shall be based on most recent hire date.  For rehired employees, who are re-employed with Lendlease within one year, the 12 months of service will be based on the Service Recognition Date.- The proposed course/qualifications must be beneficial to the performance of the employee in their current role and be considered a sound investment for the business as a development requirement for the individual.- Attendance at the course and the required study commitment must not impact on the ability for the employees to fulfil the requirements of their role.- The course must be deemed by Lendlease to be accredited from a reputable institution and lead to a recognized credential/qualification (e.g. diploma, degree, masters etc.).  
The Company may, upon approval, reimburse the following from a reputable, accredited institution:1. Up to $5,250 (pre-tax) for undergraduate degrees2. Up to $10,000 (amounts over $5,250 are taxable to the employee) for graduate degreesAbove limits are per calendar year and are based on reimbursement check date.  
The employee will pay for all fees up front and get reimbursed once the course and necessary documentation have been completed; andThe employee will submit the tuition reimbursement form, along with any required supporting documentation, within six (6) months of completing the course(s).

How do I apply?  
Read through the Tuition Assistance Policy  and check if you meet the eligibility requirements.  
Prior approval process required before beginning course(s). Therefore, speak to your manager about your intention to study or the studies you are undertaking.  
Read the Tuition/Education Assistance Instructions document located under Resources for easy step-by-step instructions to help you navigate through the application and approval process.  
Complete the Tuition (Education) Assistance Application located under Resources of the Education Assistance section on the P&C Microsite and save to your computer.  You will need to download the application form as a WORD document and save to your desktop. More details are in the instructions document.  
Apply in Workday and upload your application.  Apply for each course separately in Workday, and not the full or entire program. However, if you are taking more than one course and they all have the same start and end dates, you can apply for up to four courses on one application.  
You will receive a notification from AMERBenefits@lendlease.com confirming application approval and terms of sponsorship.

How do I receive reimbursement for my education costs?  
Read the Tuition/Education Assistance Instructions document located under Resources for easy step-by-step instructions to help you navigate through the reimbursement process.  
Within six (6) months of the course(s) completion date, submit a completed/approved Tuition Reimbursement Form, grade(s), and tuition payment receipt(s) to AMERBenefits@lendlease.com. A grade of "C" or higher, "pass" if not graded, or numerical grading equivalents are required for reimbursement of tuition, fees and books.

Who can I contact about the benefit?  
If you have any questions regarding Tuition Assistance, please contact People Connect at 866 848 1200, option 2, or email PeopleConnect@lendlease.com.

How do I approve Tuition Assistance? (People Managers only)  
To view the criteria and entitlement relating to education assistance, please access the relevant policy located in the Resources section below. It is the responsibility of the employee, not the people manager to initiate a discussion about education assistance. Once you have had this conversation with your employee, schedule a follow-up meeting to check if all eligibility criteria are met.  
Education Assistance requires two levels of approval. Have a discussion with your own manager to obtain their approval in principle before an application is made through the tuition process.  
Confirm the decision with your employee and guide them to the Tuition Assistance section on the P&C Microsite.  
Review and confirm the Tuition Assistance request via Workday.  
As the manager of a department and/or local office it is your responsibility to budget for education assistance.  
Note: Since Education Assistance is locally budgeted by each office, each Senior Office Leader has the discretion to cap or limit the total reimbursement for their office within a fiscal year. Prior to pre-approval, People & Culture will verify each employee has not exceeded the USD $5,250 or $10,000 calendar year limit, as stated in the eligibility requirements section.

RESOURCES

Tuition Assistance Policy

Tuition Assistance Application Form

Tuition Reimbursement Form

Tuition Assistance Instructions

# Article: KB0019077

|  |  |
| --- | --- |
| Created: | 2024-11-14 03:07:41 |
| Updated: | 2024-11-14 03:51:17 |
| Status: | Published |

## Content

Our people and their development are fundamental to our ability to succeed as an organisation. So, it is important that we understand our people's aspirations and potential as well as the types of roles we need in order to help them and the organisation plan for the future. Our talent review process combined with succession planning is one of the ways we do that.

FY25 Talent Review training sessions for People Managers  
If you’re a People Manager completing the FY25 talent review for your team, you can watch the recording of the training session about the process and what you need to do.

Talent Review  
Talent review at Lendlease enables us as a business to provide greater career progression and development opportunities for our people. In a talent review, we ask people managers to assess each of their team members in three ways – potential, performance over time, and aspiration.  
Potential, performance over time, and an individual’s career aspirations provides Lendlease increased transparency of our talent – ensuring we have the right people ready for business-critical roles – while also providing greater career progression and development opportunities for our people.  
Measuring potential is based on the five dimensions of Learning Agility: mental agility, people agility, change agility, results agility, and self-awareness. You can read more about each learning agility in How to Complete Talent Assessment guide for People Managers (in the resources section below).   
This year we’re also asking People Managers to indicate a Target Next Role for each of their team members during talent review, along with a judgment about their Readiness for that target role. This information will help leadership teams to consider a broader pool of potential successors for critical roles that is also aligned to our peoples’ aspirations.    
Talent review is conducted on a global basis annually, between September and December. Talent conversations amongst leadership teams take place both during the talent review period and throughout the year – generally on a quarterly or as needs basis.

Succession Planning  
People managers regularly review and develop succession plans for roles within their team, identifying people who have both the potential and the aspiration to do a certain role. This is often conducted in conjunction with talent review but is an activity that can take place at any time during the year.  
The data collected through talent reviews, performance reviews, career conversations or an employee’s Workday career profile, is used to:

identify potential successors,  
determine their level of readiness,  
and to create tailored development plans.

Our aim is to have a broad and diverse pool of people who are ready to step into key positions within the organisation.

Employee Resources

Quick Fact Guide - Completing your Career Profile

How to Set up a Job Alert

People Manager Resources

How to Complete a Talent Assessment: Guide for People Managers

Worksheet: Talent Assessment – Potential & Performance

Guide for Completing Target Next Role

Lendlease Talent Framework: Talent Rating Definitions (9-box)

Quick Fact Guide - Talent Assessment

Quick Fact Guide - Succession Planning

Talent Review training for People Managers

Translations

Quick Fact Guide - Talent Assessment - Chinese

Quick Fact Guide - Talent Assessment - Italian

Quick Fact Guide - Talent Assessment - Japanese

How to Complete a Talent Assessment: Guide for People Managers - Chinese

How to Complete a Talent Assessment: Guide for People Managers - Italian

How to Complete a Talent Assessment: Guide for People Managers - Japanese

# Article: KB0018824

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| --- | --- |
| Created: | 2021-05-05 22:37:33 |
| Updated: | 2024-02-29 00:08:23 |
| Status: | Published |

## Content

Americas People & Culture

Approver's name and title:  
Teena HesterHead of People & Culture, Americas

Effective date:  
August 2017

Review date:  
August 2017

Next review date:  
August 2019

PURPOSE Allows employees to take a maximum of 30 days unpaid leave with no impact to Benefits.SCOPE All Lendlease Employees in US.POLICY The Unpaid Short Term Personal Leave of Absence (USTPLOA) must be approved by your manager and the duration is for one month or less.The employee is required to remit any employee paid premiums normally deducted from their paycheck to the Lendlease Benefits Department in Charlotte, NC.  Lendlease Benefits Department will send an Insurance Statement to employee with appropriate amounts and due dates.  The benefits are not terminated and remain intact for a maximum of one month from the first day of leave until the last day of leave.  If an employee does not return to work after one month, then benefits are terminated.All benefits end the last day of the month that the leave ends.Example of an USTPLOA:From 5/2/16 through 5/31/16Last Day Worked is 4/29/16Effective first day of Leave is 5/2/16All benefits end 5/31/16 if employee doesn't return to work as scheduled.This is a stand-alone leave and not to be used in conjunction with any other leave of absences.\* Last day of PTO in the event you are exhausting your PTO in order to take an Unpaid Short Term Personal Leave.Holidays are not paid during an Unpaid Short Term Personal Leave of Absence.REFERENCE  
Unpaid Short Term Personal Leave of Absence Procedure  
Support Contact InformationLendleaseAttn: Candi Whelpley/Benefits2320 Cascade Pointe Blvd, Suite 300Charlotte, NC 28208Tel. 704.357.2968Fax. 704.357.6529

# Article: KB0019001

|  |  |
| --- | --- |
| Created: | 2021-05-07 02:28:43 |
| Updated: | 2024-02-29 00:08:23 |
| Status: | Published |

## Content

For our people to perform at their best, we must all be supported to feel healthy and well. Sometimes, this means taking a day to schedule medical check-ups, go on a yoga retreat or practice meditation or mindfulness.Wellbeing days are available to eligible employees, in addition to the paid time off (PTO) policy.

What are the eligibility requirements?  
Eligibility requirements are outlined in the SCOPE section of the Wellbeing Days Policy.  
How do I apply?

PLAN

Review the eligibility requirements and Wellbeing Days Policy prior to requesting wellbeing time off.

PREPARE

Discuss your intention to take the time off with your manager and apply for wellbeing days via Workday. All eligible employees are entitled to one (1) paid Wellbeing day every four (4) calendar months, subject to the conditions in the policy.  
Time off days should be taken at a time when business is not unduly impacted.

ACT

Enter your wellbeing day request in Workday and record your wellbeing hours on your timesheet in E1.  
Wellbeing days will be automatically approved in Workday

FINALIZE

If necessary, create or revise your department calendars to reflect your time away from the office and/or out of office automatic replies within MSOffice Outlook.

Review the Wellbeing Policy below to confirm limitations of use when the intent is to use wellbeing days along with PTO or when PTO balances are excessive.

How do I update my request?  
Employees may cancel or revise their wellbeing day requests via Workday.If you have any questions on wellbeing days, please call People Connect on 1 866 848 1200 and select option two or ask People Connect online using the top right hand corner button on this page.   
Resources

E1 Employee Self Service (ESS)

Wellbeing Days Policy

# Article: KB0018923

|  |  |
| --- | --- |
| Created: | 2025-04-25 02:08:36 |
| Updated: | 2025-04-29 18:05:36 |
| Status: | Published |

## Content

Click here to view the Primary Carer Leave Policy

# Article: KB0018737

|  |  |
| --- | --- |
| Created: | 2024-12-19 05:44:17 |
| Updated: | 2024-12-19 07:44:34 |
| Status: | Published |

## Content

Relocation benefits are applicable if you are requested to permanently relocate for work purposes. Relocations consider employee assignments, client and business needs, length of assignment, proximity to your home and various other factors.  All reimbursements are made and reported in accordance with the prevailing income tax laws.

What are the eligibility requirements?  
All employees asked by our business to permanently relocate themselves, spouse/domestic partner or their family due to an assignment in a new city may be eligible for relocation benefits.  Under special circumstances only, newly hired employees will also be eligible for relocation benefits as part of a new hire package. Standard items require normal approvals and the Non-Standard items require additional, higher level approvals. All approvals for relocation are granted as part of the Workday process.

How do I apply?

PLAN

Review the eligibility requirements.  Read through the domestic relocation plan policy.

ACT

Contact your manager, Strategic Business Partner or mobility specialist to discuss relocation.

FINALIZE

Your current or proposed manager must request relocation as part of Workday job change, promotion or new hire offer.  An employee will receive, and be required to sign, a relocation repayment agreement as the final stage of an approved relocation package.

Resources

Domestic Relocation Plan Policy

Relocation Authorization Form

Relocation Reimbursement Request Form

Strategic Business Partner/Mobility Specialist

Global Mobility Policy

# Article: KB0019115

|  |  |
| --- | --- |
| Created: | 2025-04-21 21:28:48 |
| Updated: | 2025-04-29 18:12:10 |
| Status: | Published |

## Content

Our people are at the heart of everything we do, so your health and wellbeing is important to us. Keeping you safe and well, both physically and mentally is the aim of Wellbeing leave. This enables eligible employees with the opportunity to proactively focus on their mental and physical wellbeing so they are able to return to work feeling refreshed, more positive, engaged and able to perform at their best. A suite of mental health programs are also now offered to employees and their families, covering mind health, active intervention and recovery support. The guidelines below will be reviewed occasionally, to ensure their ongoing relevance. Lendlease reserves the right to change or cancel this leave benefit at any time.

What are the eligibility requirements?  
Wellbeing leave is available to all employees who have successfully completed their probationary period. It is a discretionary benefit that does not form part of an employee’s contract of employment. This benefit does not apply to agency workers or self-employed contractors.  
The expectation is that each eligible employee will take one day in every fourth month period to focus on their wellbeing   
How do I apply?

PLAN

Wellbeing leave is intended to be used for activities where there is a perceived health benefit, to proactively prevent illness and positively impact wellbeing. Employees are entrusted to use their judgement to utilise these days as they deem appropriate for their own health and wellbeing.Employees can take Wellbeing leave as a half or full day on separate dates. Booking on consecutive days is not permitted. We trust you to use Wellbeing leave reasonably and appropriately and encourage the leave to be taken at consistent intervals throughout the year.It is expected that Wellbeing leave days will only be requested at a time when the business is not unduly impacted, and if necessary, alternative timing may be agreed between you and your manager.You must apply for Wellbeing leave in advance. Think about what time and the type of activity you would like to undertake. Examples of programs include:

Addiction Help Program

Wellbeing education / Health coaching

Counselling

One day Yoga / meditation course

Wellness Check

Carers Respite

Please note: the examples above are for guidance purposes only and is not intended to be an exhaustive list.Wellbeing leave cannot be:- Used to extend an annual leave period;- Carried over from year to year; - Paid out when you leave Lendlease; - On consecutive days.

ACT

You must apply for Wellbeing leave in advance via Workday.Wellbeing leave can be taken as a half day or more. You are not required to disclose the reason for the leave application.  
Your Wellbeing leave will be automatically approved in Workday.

FINALISE

If necessary, create or revise your department calendars to reflect your time away from the office and/or out of office automatic replies within MSOffice Outlook.

How does it differ from other leave offerings?  
Wellbeing leave is treated as the preventative portion of sick leave allowing employees to take a pre-booked half or full day off work to engage in an activity that benefits their health and wellbeing. Wellbeing leave is not a form of flexible working. Flexible working is an alternative working practice, rather than a form of leave.Sick leave is for recovery and is intended to ensure employees take the appropriate time to recover and rehabilitate from an illness or injury.Annual leave is paid time off work granted to employees to be used for whatever the employee wishes.  
How is the offering monitored and reported?  
The usage of the Wellbeing leave benefit will be monitored to see how successful the uptake is and to understand the impact on employees and also on sick leave, if any. We would like to learn more about how Wellbeing leave is used and may periodically survey applicants for anonymous feedback. However, we do acknowledge that employees might choose not to participate for the purposes of confidentiality.The allocation of Wellbeing leave is discretionary but will be monitored alongside the sick leave allocation.   
Who can I contact regarding the benefit?  
For any questions regarding this benefit, please speak to your manager or contact People Connect on (0)20 8271 8444 or ask People Connect online using the button on the top right hand corner of this page.  
Resources

Workday

Annual Leave

# Article: KB0018727

|  |  |
| --- | --- |
| Created: | 2021-05-03 21:52:19 |
| Updated: | 2024-02-29 00:08:23 |
| Status: | Published |

## Content

Flexibility is important to Lendlease. It enables us to retain our people, which means continuity for our business and our clients.For Lendlease, flexibility is about when and where people work. It is an essential part of creating an effective organization. There is significant evidence that flexibility helps people work smarter and optimize resources and productivity in a highly competitive business environment.Flexible work arrangements are not an entitlement, so employees should not assume that if they ask for flexibility they will automatically get it. These work arrangements need to be mutually beneficial to the business and the employee. After due consideration, managers may turn down requests for a flexible work arrangement if business needs cannot be met.

What are the eligibility requirements?  
All Lendlease active, salaried employees scheduled to work 30 or more hours per week are eligible to apply for flexible work arrangements.   
How do I submit a request for flexible working?

PLAN

Review the eligibity criteriaRead through the documents available under the Resources section of this page

PREPARE

Work through Step 1 of the Implementation Approach document and make an initial consideration of the type of flexible work arrangement you intend to propose to your manager. Fill out the Flexible Work Arrangement Conversation Guide and submit it to your manager.

ACT

Discuss your interests and proposal for a flexible work arrangement with your manager; this stage of the process may take some time while you and your manager discuss and agree on the proposed flexible work arrangement. At the end of the discussions, if you and your manager have agreed and are satisfied with the terms, your manager may approve the flexible work arrangement.

FINALISE

Once the flexible work arrangement has been agreed, sign and retain a copy of the Flexible Work Arrangement Conversation Guide. This will serve as a helpful reference to key aspects of the agreed arrangement.

What are some examples of flexible work?  
There are a range of creative and practical ways to change when and where work is done. Some of the more traditional forms of flexible work arrangements include:When people work • Flexible start/finish times. Flexible start finish times allow for employees and managers to negotiate start and finish times that work for all parties.• Reconfiguring workweek.• Part-time work. Generally speaking, working fewer than the standard weekly hours. Note: Benefits eligibility will be impacted if scheduled less than 30 hours weekly.When people work • Working remotely. Also called teleworking, this means working away from the main office or site (i.e. at home) either full or part-time, and on a regular or intermittent basis.• May be appropriate only during specific phases of a project.• Ensure you check the project contract for potential issues.Applicable examples include:Project site: • Ida Crown Jewish Academy in Skokie, IL - Team coordinated flexible start and finish times to accommodate rush hour and travel distances, while still allowing full coverage on site  - Superintendent starts at 6:00am and is generally the first person to leave the site  - Senior Project Manager starts between 6:30am/7:00am and is generally the next person to leave the site after the Superintendent  - Project Manager starts at 7:00am and is generally the last person to leave the site• Lumina in San Francisco, CA  - Mix of Project Managers, Control Staff and Field Superintendents take every fourth Friday afternoon offOffice-based: • Office-based people manager in PM&C works from home on regular basis, with schedule driven by calendar • Development Manager leaves at 2:30pm on Mondays and makes up the time by working in the evenings • Administrative Assistant starts at 6:30am and finishes at 3:30pm  
Resources

Implementation Approach

Frequently Asked Questions

Conversation Guide

Work From Home Checklist

Frequently Asked Questions (Spanish) Preguntas Frecuentes

Conversation Guide (Spanish) Guía de Conversación

Work From Home Checklist (Spanish) Checklist -Trabajo desde Casa

# Article: KB0018934

|  |  |
| --- | --- |
| Created: | 2025-04-25 02:10:56 |
| Updated: | 2025-04-29 18:05:23 |
| Status: | Published |

## Content

Click here to view the Non Work-Related Taxi Travel Policy

# Article: KB0018886

|  |  |
| --- | --- |
| Created: | 2025-05-18 20:05:13 |
| Updated: | 2025-05-18 20:54:09 |
| Status: | Published |

## Content

Please click here to view the Childcare Leave Policy

# Article: KB0018947

|  |  |
| --- | --- |
| Created: | 2025-05-13 02:07:45 |
| Updated: | 2025-05-13 02:09:14 |
| Status: | Published |

## Content

Click here to view the First Nations Australian Cultural Leave Policy

# Article: KB0018928

|  |  |
| --- | --- |
| Created: | 2025-04-22 04:25:09 |
| Updated: | 2025-04-29 18:09:17 |
| Status: | Published |

## Content

Click here to view the Wellbeing Leave Policy

# Article: KB0018815

|  |  |
| --- | --- |
| Created: | 2021-05-05 22:44:15 |
| Updated: | 2024-02-29 00:08:25 |
| Status: | Published |

## Content

Americas People & Culture  
PURPOSE The company recognizes national holidays.SCOPE All Lendlease salaried employees in US.POLICY For purposes of paid holidays, the Company recognizes the following days as paid time off:

New Year's Day  
Martin Luther King Day  
President's Day   
Memorial Day   
Independence Day   
Labor Day  
Veteran's Day  
Thanksgiving Day and the day after Thanksgiving (two days)   
Christmas Day

Any of the above holidays that fall on Saturday will be observed on Friday. Holidays falling on a Sunday will be observed on Monday. If Christmas falls on a Tuesday or a Thursday, you'll receive an additional paid day off - the Monday before or the Friday after the holiday.Holidays that fall during an employee's vacation period will not be counted against vacation time.Whenever an employee is required to work on an observed holiday, equivalent time off will be provided on a day approved by the company.Supervisors are responsible for coordinating and approving holidays among their personnel and with other related departments.In order to receive holiday pay, an employee must either work or use a PTO day on the last business day before and on the first business day after a holiday. If an employee is on an FMLA leave and is using his or her accrued PTO on the last business day before and on the first business day after the holiday during the FMLA leave period in which the holiday falls, the employee will receive holiday pay for the holiday. If an employee is on an unpaid FMLA leave during the period on which the holiday falls, then the employee will not be paid for the holiday that occurs during the leave.  
An employee will receive payment of short-term disability ("STD") benefits during his or her leave period, including on the holiday that occurs during the leave period, pursuant to the terms and conditions of the Company's short-term disability program.Holidays — Less than 40-Hour Work Week or Non-traditional Work Weeks  An employee's reduced work schedule may or may not require the employee to work every week day. Therefore, an employee is paid for a holiday based on the number of hours the employee was scheduled to work on the day the holiday occurs. For example:Employee A — is scheduled to work Monday through Thursday for eight hours each day. When a holiday falls on Monday, Tuesday, Wednesday or Thursday, this employee is eligible for eight hours of holiday pay. When a holiday falls on Friday, this employee receives no paid time off for that holiday.Employee B — is scheduled to work six hours a day, Monday through Friday. This employee would be eligible for six hours of holiday pay for any holiday.Employee C — is scheduled to work four hours a day, Monday through Friday. This employee would not be eligible for any holiday pay because an employee must be scheduled to work at least 30 hours a week to be eligible for holiday pay.\* Paid Time Off taken in observance of a company holiday (as outlined in the Holiday Policy) should be recorded on the employees bi-weekly timesheet on the appropriate line marked as “Holiday”.  
Americas Holiday Schedule

# Article: KB0018762

|  |  |
| --- | --- |
| Created: | 2025-02-05 03:12:31 |
| Updated: | 2025-02-05 03:24:51 |
| Status: | Published |

## Content

If you are required by the Company to live away from home for a period of time at locations sufficiently distant from your home to make daily travel impracticable for a period of three (3) months or more, you may be provided with a subsistence allowance.The Subsistence Allowance is an annual amount set in line with the CIJC Working Rule Agreement Rate Guidance. It will be paid in twelve (12) equal monthly instalments.

What are the eligibility requirements?  
Full-time or part-time UK employee required by the company to live away from home for a period of three (3) months or more.  As a guideline a subsistence allowance should be applied where journeys to work are over 70 miles each way, and/or where commuting times are over 90 minutes each way.Employees must confirm that they are maintaining an address away from their permanent home and have a continuing financial liability for the maintenance of their permanent home.

How do I claim the allowance?

PLAN

Review the eligibility criteria and read the Subsistence Allowance Policy.

PREPARE

Source copies of the following supporting documents:             - Rental agreement, proof of mortgage payments or proof of ownership of the property.   - A utility bill in your name at your permanent residence

ACT

Complete the Subsistence Allowance form.  
All Subsistence forms need approval from the Business Unit Managing Director.Submit the form along with the supporting documents to your people manager. Return the approved documentation as directed in the form.

FINALISE

The Subsistence Allowance will be processed with the relevant pay month and will be subject to PAYE and National Insurance (NI deductions).

When do I need to resubmit by application?

PLAN

Subsistence documentation and forms must be resubmitted for authorisation:• On an 11th month basis; and / or • If your work place of the employee changes; and / or • If your project changes; and / or • If your temporary accommodation address of the employee changes; and / or • If your permanent home address of the employee changes; and / or• If your personal relationship status of the employee changes, such that living arrangements are affected.

ACT

Follow the steps outlined in the How do I claim the allowance? section above

How will I be impacted under a company audit?  
The Company will perform an annual audit of Subsistence Allowances being provided. So if you have received a Subsistence Allowance, make sure to retain receipts to back your subsistence claims.If you are selected for scrutiny under the Annual Audit you will be informed shortly in advance of the Audit period and will be required to provide receipts or copies of bills for your rental, utility, council tax or other accommodation costs or items related to your Subsistence Allowance claim.

Who can I contact regarding the benefit?  
For any questions regarding the benefit, ask People Connect using the button on the top right hand corner of this page.

Resources

Subsistence Allowance Policy

Subsistence form

# Article: KB0018733

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| --- | --- |
| Created: | 2025-02-04 21:57:11 |
| Updated: | 2025-02-04 22:49:49 |
| Status: | Published |

## Content

As part of our focus on employee health and wellbeing, Lendlease has secured medical insurance at corporate rates for our employees. The following plans are available through United Healthcare for Mainland employees. United Healthcare Savings Account Plan (HSA)   
The United Healthcare Choice Plus Health Savings Account (HSA) Option combines a consumer driven health plan (“CDHP”) with a health savings account (“HSA”). If you enrol in this option, you may open an HSA and make contributions to your HSA that may be used to pay for qualified out-of-pocket medical expenses. The Company will also make a Company Contribution to your HSA on your behalf, provided you open an HSA bank account. The Lendlease funded amounts are $520 for individuals; $1040 for families. Your HSA belongs to you and you may use the account to save for your eligible health expenses (refer to IRS Publication 969), including health expenses that may arise after you retire.  If you do not use the amounts in your HSA, the account balance may continue to grow with your contributions (and earnings or losses from investments). The Deductibles for the United Healthcare Choice Plus HSA Option are higher than the Deductibles for the United Healthcare Choice Plus Option, but your HSA may be used for those out-of- pocket expenses needed to meet the Deductibles.

United Healthcare Choice Plus Plan   
The United Healthcare Choice Plus Option offers health coverage for more premium contributions than the United Healthcare Choice Plus HSA Option, but the Deductibles for in-network and out-of-network providers are lower.  
Review your medical plan options including premiums, deductibles, and co-payments to make your choice on healthcare options. The HSA typically has lower premiums, but a higher deductible. Preventive care is not subject to a deductible.  
Click here to review the United Healthcare (UHC) Medical Plan Comparison document for more detailed information.  
United Healthcare Out-Of-Area Preferred Provider Organisation (PPO) Plan   
The United Healthcare PPO Option is available for employees living outside the United Healthcare network.   
The San Francisco Choice Option is available for certain employees working on contracts involving the City or County of San Francisco who are covered by the San Francisco Health Care Accountability Ordinance (“Eligible HCOA Employees”).  The San Francisco Choice Option provides Eligible HCOA Employees with the opportunity to obtain employee-only medical coverage at no premium cost.  However, employees who wish to cover their spouse or dependents will be responsible for 100% of the cost of the spouse or dependents’ premium.  This Option is available only to Eligible HCOA Employees.  
Express Scripts Prescription Drug Plan   
Express Scripts is the administrator of our prescription drug benefit. The benefit provides comprehensive prescription drug coverage for name brand and generic medications through participating pharmacies, including mail order discounts for maintenance medications. The Prescription Drug Benefit Program is only available if you elect the Medical Benefit Program.  
Eligibility   
Full -time salaried or hourly employee (non-union) regularly scheduled to work at least 30 hours per week. Salaried employees are eligible to participate in the Benefit Programs on their date of hire. Hourly employees are eligible to participate in the Benefits Programs the first day of the month following or coincident with completion of two months of continuous employment (at least 260 hours) from their most recent hire date (but no later than the 91st day after their most recent hire date).  
How do I enrol  
As a new hire, you have 31 days from your start date to elect healthcare benefits. New employees should go to the Benefits Center (www.Lendlease.hrintouch.com) to complete all benefit enrolments with the exception of the 401(K) plan. Per the Plan provisions, if you do not make an affirmative election to enrol in, or decline healthcare coverage (i.e., fail to enrol) within 31 days from your start date, you will be deemed to have elected to waive coverage under all Plans, except the Plan’s default benefits.  
When enrolling an eligible dependent, such as a spouse/domestic partner or child(ren), certain documentation will be required for verification, such as a birth certificate, marriage certificate.  
If you miss the 31-day election window, you will be able to enrol during the Open Enrolment period in November for benefits to be effective January 1 of the following year.  
If you have a qualifying event, such as a marriage, divorce, birth of a child, loss of other coverage, etc. you will be able to change your benefit elections mid-year by going to the Benefits Center within 31 days following the life event.

How do I use the United Healthcare medical benefit?  
Go to www.myuhc.com and register. To review Finding Care & Cost, Claims & Accounts, Coverage & Benefits and Health Resources, register at www.myuhc.com website. If you need assistance, please call United Healthcare (UHC) at 800 645 9402.  
If you need to see a provider before you get your United Healthcare (UHC) identification card, provide your physician’s office with your Social Security Number and the Lendlease group# 228599.  
You can also download the UHC mobile app, UnitedHealthcare, to check claims and find urgent care.  
How do I use the Express Scripts prescription benefit?  
Present your Express Scripts member identification card to a retail pharmacy when picking up your prescription.  You will be required to fill your maintenance prescriptions for 90-days, in one of three ways: 1) through Express Scripts Mail Order; 2) at a Walgreens; 3) at a CVS pharmacy.   
If you purchase your maintenance medications elsewhere, after the first two courtesy fills, you will be required to pay additional fees for your retail maintenance drugs. A new prescription may be necessary for the first fill of a 90-day supply.  
If you need a prescription filled before you get your prescription identification card, provide your pharmacist with your Social Security Number, the Lendlease group number LLEASE1 and Lendlease BIN# 610014To review your current prescription claims and manage your mail order pharmacy items, register at the Express Scripts member website. If you need assistance, please call Express Scripts at 866 563 9289.

Who Can I Contact About Benefits?  
For United Healthcare medical questions including requesting a new or printing a temporary ID card contact at 800 645 9402.  
For United Healthcare Savings (HSA) Bank Account contact Optum Bank at 800 791 9361 Option 1.  
For claims assistance and locating providers, call Health Advocate at 866 695 8622.  
For General benefits inquiries contact People Connect at 866 848 1200 Option 2.  
For Enrollment and eligibility questions contact the Benefits Center 844 549 6210.

Resources

MyUHC

UHC Plan Comparison

UHC Virtual Visits Employee FAQ

UHC Virtual Visits Employee Flyer

UNITED HEALTHCARE: CHOICE PLUS PLAN

Choice Plus Summary of Benefits and Coverage

Choice Plus Benefits Summary

Choice Plus Benefits Summary Plan Description

Dependent Verification Documentation

Out-of-Network Doctor Reimbursement Claim Form

UNITED HEALTHCARE: HEALTH SAVINGS ACCOUNT (HSA) PLAN

HSA Summary of Benefits and Coverage

HSA Benefits Summary (Individual)

HSA Benefits Summary (Family)

HSA Summary Plan Description

HSA Medical Plan FAQs

Health Savings Account (HSA) Brochure

United Healthcare HSA User Guide

Guidelines for HSA

Express Scripts National Preferred Formulary

Express Scripts Preventive Medications List

EXPRESS SCRIPTS PRESCRIPTION DRUG PLAN

Express Scripts website

Express Scripts Benefits at a Glance and Co-pay Information

Summary Plan Description

Home Delivery for Maintenance Medications

Home Delivery Prescription Form

Express Scripts Reimbursement Claim Form

Register with Express Scripts

The Express Scripts Mobile App

# Article: KB0018774

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| --- | --- |
| Created: | 2024-10-07 03:24:02 |
| Updated: | 2024-10-07 20:44:25 |
| Status: | Published |

## Content

Lendlease employees have the opportunity to salary sacrifice for a range of benefits. By choosing to salary sacrifice, an employee forgoes a portion of their total remuneration (TPV minus superannuation guarantee contributions) in lieu of a benefit item offered, to an equivalent value from their pre-tax pay. This in turn will reduce an employee’s taxable salary and therefore may have the effect of lowering an employee’s marginal rate of tax on their salary. Some of the benefit items available to salary sacrifice include:• Superannuation • Employee Share Acquisition Plan • Purchased Leave • Motor Vehicles • Parking • Other variable packaged items (see below)Click on the benefits above to find out further information on how to salary package these items. To salary sacrifice Superannuation, ESAP or purchase additional leave, please use the benefits worklet in Workday and select Salary Sacrifice. Wages employees please complete the below salary sacrifice form and send through to payroll.In addition to the benefits above, there are a number of variable packaged items covered through the salary packaging options at Lendlease.

What variable packaged items are available to salary package?  
Taxi / Rideshare Travel (to and from work) Taxi / rideshare travel to and from the office on days you are working (including weekends when you work) is exempt from fringe benefits tax (FBT).To be eligible for the exemption and for reimbursement via salary sacrifice, the journey must be a single trip, and either begin or end at your place of work. It is not necessary that the trip begin or end at your home; nor is it necessary that the trip occur immediately before or after work.Airline lounge membership View the personal Qantas Club membership page in the resources section below to find out more information on memberships at discounted corporate rates. iPads/tablet You can salary package a tablet or iPad if it is to be used primarily for business purposes (more than 51%), and only if Lendlease does not already supply you with one.  Please note that no accessories can be included.Briefcases   A briefcase to be used primarily for business purposes can be salary packaged. A briefcase is a flat, rectangular case of leather or other material used for carrying documents, books, manuscripts and does not include modern bags such as satchel bags, wheeled business cases, backpacks, shoulder bags, laptop bags, etc.  
How do I salary package a variable packaged item?

PREPARE

Confirm the item is eligible for salary packaging by referring to the policy or, if required, asking People Connect.

ACT

For Superannuation, ESAP or Purchased leave submit via the benefits worklet in Workday.  
You can change your salary sacrifice contributions to your superannuation in Workday at anytime, but your numbers should always be submitted as a full annual amount.  Simply go to the benefits worklet from the home screen, click on benefits under change, select salary sacrifice and choose the first day of the current month as the Benefits Event Date and then submit.  Click on open and you will be taken to the screen that summarises your elected benefits. Select the type of salary sacrifice by clicking elect and simply change the annual amount and click continue to complete.  
Keep in mind the number should always be an annual amount. For example, if you would like to salary sacrifice $20,000 over the next three months you need to multiply the monthly contribution you would like to make by 12, as the Workday system only accepts an annual amount - so would would enter $80,000, because: (20,000/3)\*12 = 80,000.  
Please remember that the deductions roll over from one month to another so if you would like to reduce your salary sacrifice at the end of a period you will need to go back into Workday and adjust the amount. If you would like to cease salary sacrificing contributions to your superannuation you will need to select 'waive' in Workday, this will update the annual amount field to zero.  
For all other items purchase the item using your own funds and retain the receipt.  
Complete a Salary Packaging Work-Related Items Declaration Form and upload to Concur with your expense claim. Ensure that you attach a copy of the tax invoice/s.

Use the codes listed in the claimable items section to show that the purchase is to be debited to your salary package. The full amount claimed will be credited to your bank account but your salary package will only be charged the amount minus any input credit.

FINALISE

Please note you are limited to one claim within each variable packaging item category (taxis travel excluded) in each Fringe Benefit Taxation year (1 April to 31 March)

Resources

Salary Sacrifice Election form - Wages only

Salary Sacrifice - Quick Fact Guide

Personal 'QANTAS Club' membership (procurement microsite)

iExpenses

Salary Packaging Work-Related Items - Declaration Form

Employee Share Acquisition Plan

Purchased Leave

Superannuation

Motor Vehicles

Parking

Workday

# Article: KB0018825

|  |  |
| --- | --- |
| Created: | 2021-05-05 22:39:27 |
| Updated: | 2024-02-29 00:08:26 |
| Status: | Published |

## Content

Americas People & Culture  
PURPOSE Allows Employees to take an unpaid leave between projects with no impact to Benefits.SCOPE All Lendlease Employees in US.POLICY The Unpaid Standby Leave of Absence (USLOA) must be approved by the Business Unit Leader and is for those employees waiting for the next project to start.REQUIREMENTS  
1. Upon approval, one Unpaid Standby Leave during any 12 month period. Minimum one week at a time.  
2. Employee must exhaust all available PTO prior to the commencement of the USLOA.  
The employee can continue all benefits and is required to remit any employee paid premiums normally deducted from their paycheck to the Lendlease Benefits Department in Charlotte, North Carolina. The Lendlease Benefits Department will send an invoice to the employee with appropriate amounts and due dates.If the employee does not return to work at the end of the leave, life insurance ends the last day of leave; health benefits end the last day of the month that standby leave ends.Example of an USLOA:From 5/16/15 through 7/16/16\* Last Day Worked is 5/13/16Effective first day of Leave is 5/16/16\* Last day of PTO in the event you are exhausting your PTO in order to take an Unpaid Standby Leave.Holidays are not paid during an Unpaid Standby Leave Of Absence.REFERENCE  
Unpaid Standby Leave of Absence process Support Contact InformationLendleaseAttn: Candi Whelpley/Benefits2320 Cascade Pointe BlvdSuite 300Charlotte, NC 28208Tel. 704.357.2968Fax. 704.357.6529

# Article: KB0018764

|  |  |
| --- | --- |
| Created: | 2021-05-03 03:07:33 |
| Updated: | 2024-02-29 00:08:26 |
| Status: | Published |

## Content

Employees may apply for a travel related loan through the UK Payroll Department by completing a Travel related loan form. This will only apply to six monthly or annual travel related season tickets and will be deducted in equal monthly installments from the employee’s salary.A taxable benefit in kind will arise on the employee if the value of the travel related loan is greater than £10,000 per annum.  A travel related loan request may be rejected if the employee has any other outstanding company loans.

How do I apply?  
Submit the completed travel related loan form to the UK Payroll Department PayrollUK@lendlease.com.Once approved, the ticket amount will be deducted in equal monthly instalments from your salary.  
Resources

Travel Related Loan Form

# Article: KB0019250

|  |  |
| --- | --- |
| Created: | 2021-07-27 01:51:39 |
| Updated: | 2024-02-29 00:08:26 |
| Status: | Published |

## Content

Leadership  
Few leaders are born.  Most grow through skill building, experience, self reflection and a whole lot of work.   
  What is the quality that sets leaders apart? We believe it is in how we earn and demonstrate trust, how we care about people and our environment, how we strive for excellence and how we work as a team. A great leader can act with confidence and with humility based on what the situation calls for.  Some days they have to demonstrate both.  A great leader will provide strong direction when needed, and at other times give freedom to test, adapt and learn. At Lendlease, we are all leaders.  We are place makers and value creators. And we are committed to developing and retaining the best people.   
 Leadership Playbook

Expectations of Leaders  
Not only do we need to deliver results that create financial and societal value, we play a fundamental role in engaging, supporting and inspiring our people to be their best.  As leaders we,  
· Connect our people and function to our purpose  
· Provide clear direction for the future\*  
· Make our people feel excited about the future of Lendlease\*  
· Are open, honest and transparent in our communication\*  
· Make safety our number one priority  
· Are visible and accessible to all our people  
· Set clear expectations and goals with our people and recognise their efforts and achievements.  
\*as measured by Our People Survey leadership effectiveness index.

Other Resources  
Leading Self  
Leading Others  
Managing Performance

# Article: KB0019091

|  |  |
| --- | --- |
| Created: | 2021-05-05 07:20:52 |
| Updated: | 2024-02-29 00:08:26 |
| Status: | Published |

## Content

The Global Graduate Program supports the personal and professional development of newly employed Lendlease Graduates.  
Our goal is to build capability for future growth across our global regions. Our program supports this goal with an aim to transition a university graduate to a Lendlease Graduate who has foundational skills, knowledge and tools to navigate real world situations and adapt to future needs quickly.  
The two-year early-career talent program is built around rotational experiences that enable graduates to practically apply their learnings and enhances their knowledge and skills within our industry. Technical job-family learning is embedded into on-the-job development specific to the program stream and graduates are expertly coached to develop a development pathway that is individually tailored to them. Over two years the Lendlease Global Graduate Program will kick start a graduate’s career and support the transition from university to the workplace.   
2017 marked the first year that we launched the Global Graduate Program. We have specifically taken a global approach, so that we create a consistent experience for all our graduates, no matter where in the world you are or which program stream a graduate is part of. Graduates will develop the foundational skills, knowledge and tools to navigate the workplace, enabling them to adapt to the challenges and opportunities that are ahead.  
The objectives of the program include:

Embedding Lendlease methodology and capabilities early  
Enhancing our innovation agenda  
Driving employee engagement early  
Ensuring foundation skills are developed  
Ensuring a long term talent supply for Lendlease

Annually each Region (Asia, Australia, Europe and US) will run a Graduate Program that is aligned to a Global Framework built around:

Job Rotations  
Learning Program  
Networking Opportunities  
Support Structures.

For more information on how to apply in your region please click the relevant link below:

Australia

Americas

Europe

China

Japan

Singapore

Malaysia

For general program enquiries reach out to the Global Graduate Program Team    
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FIND OUT MORE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Article: KB0019085

|  |  |
| --- | --- |
| Created: | 2024-09-17 19:59:06 |
| Updated: | 2024-09-17 20:05:06 |
| Status: | Published |

## Content

Lendlease continues to build more projects in places around the world. While we are building better futures for others, we are also building better futures for ourselves by offering great career opportunities. The Global Mobility Framework (GMF) governs the way Lendlease supports its employees when they move across borders for extended periods of work. This can include relocations to anywhere Lendlease operates, a neighbouring country, or to the other side of the world.  
The GMF and associated policies have been developed for use across the Group.  They provide direction and guidance for managers, employees and People & Culture professionals to structure international assignments and transfers appropriately.  Any exceptions to the policies require sign off by authorised representatives in regional and/or global roles.   
The GMF ensures mobility for our employees at Lendlease is:

Fair, equitable, transparent and competitive in the marketplace;   
Provides resourcing solutions whilst enabling talent development in growth markets;   
Perceived as a positive career differentiator and not a career risk;   
Governed by policies and processes which are cost effective, benchmarked and implemented consistently; and,   
Not an opportunity to achieve personal financial advantage.

The Global Mobility Business Decision Tree uses a series of questions to assess which policy is most appropriate to the circumstances. It should be used by employees, line managers and Strategic Business Partners.  For full details of the assignment provisions please refer to the individual policy documents.Underpinning the framework are four policies which define the support provided to employees in different circumstances.

Global Policies

Group Mobility Policy

International Transfer Policy

Short Term Assignment Policy

Working Overseas

Secondments

Americas Regional Policies

Domestic Relocation Plan (Policy)

Out of Town Living and Relocation Expenses (Policy)

Australia Regional Policies

Domestic Permanent Relocation Policy

Domestic Temporary Relocation Policy

Europe Regional Policies

Relocation Policy

Subsistence Allowance (Policy)

# Article: KB0018909

|  |  |
| --- | --- |
| Created: | 2025-05-05 20:18:03 |
| Updated: | 2025-05-05 21:36:19 |
| Status: | Published |

## Content

Click here to view the Working Hours Policy

# Article: KB0019011

|  |  |
| --- | --- |
| Created: | 2021-05-07 07:43:59 |
| Updated: | 2024-02-29 00:08:27 |
| Status: | Published |

## Content

Managers may grant paid Replacement Day Off at their discretion to eligible employees who are required to work on an off day or rest day to meet the needs of the business.

What are the eligibility requirements?  
All permanent and fixed-term contract employees who are not eligible for overtime pay.  
How do I apply?

PLAN

Read through the Replacement Day Off Policy for your country.

PREPARE

Your manager will inform you if Replacement Day Off has been granted and you must obtain an email approval from your manager before you can apply in Workday via the Absence worklet.

ACT

Following your manager's confirmation, submit a Replacement Day Off leave application in Workday via the Absence worklet.  
Replacement day off leave is automatically approved in Workday.

FINALISE

If necessary, create or revise your department calendars to reflect your time away from the office and/or out of office automatic replies within MSOffice Outlook.

Resources

Replacement Day Off Policy - Singapore

Replacement Day Off Policy - Malaysia

Workday

# Article: KB0018960

|  |  |
| --- | --- |
| Created: | 2025-04-13 20:51:20 |
| Updated: | 2025-04-13 21:30:08 |
| Status: | Published |

## Content

Click here to view the Purchased Leave Policy

# Article: KB0018961

|  |  |
| --- | --- |
| Created: | 2025-04-22 04:04:04 |
| Updated: | 2025-04-29 18:11:04 |
| Status: | Published |

## Content

Click here to view the Study Leave Policy

# Article: KB0019006

|  |  |
| --- | --- |
| Created: | 2024-06-28 13:16:40 |
| Updated: | 2024-06-30 19:16:36 |
| Status: | Published |

## Content

Marriage leave is granted to eligible employees for the celebration of your marriage.

What are the eligibility requirements?  
Full-time permanent, full-time fixed-term contract and part-time employees employed on local terms, who have completed three months service (for Singapore) or 90 calendar days (for Malaysia) and meet the following criteria, are eligible for Marriage Leave.- This must be your first legal marriage.- Proposed leave must be within six (6) months of the marriage solemnisation or customary wedding ceremony.- You must have been an employee of Lendlease on the solemnisation date.- You are not serving your notice.

How do I apply?

PLAN

Read through the relevant Marriage Leave Policy for your employment location.

PREPARE

Inform your manager at least one (1) month in advance of the leave.

ACT

Update your spouse's details in Workday via the Benefits worklet.  
Following the discussion with your manager, submit a leave application in Workday via the Absence worklet. Attach a copy of your marriage certificate and/or supporting documents (e.g. invitation card for customary rites) to support your application.Malaysia employees: If there are any changes to family information or dependencies, the Payroll Declaration Form must also be completed.

FINALISE

Your manager will review the request and you will receive a notification in Workday once this has been actioned.

Resources

Marriage Leave Policy - Singapore

Marriage Leave Policy - Malaysia

Workday

Payroll Declaration Form - Malaysia

# Article: KB0018777

|  |  |
| --- | --- |
| Created: | 2025-03-02 21:40:19 |
| Updated: | 2025-03-02 21:43:19 |
| Status: | Published |

## Content

Lendlease has a number of programs in place to support employees in relation to travelling to and from work. Non Work Related Taxi Travel Eligible employees have the ability to salary package the cost of personal taxi travel that begins or ends at your primary workplace. Local Travel Expenses Employees can make certain claims/ reimbursements when local travel expenses are incurred as a result of performing work related duties.For general business travel, the procurement microsite provides information on FCM Travel solutions, Avis care hire and Qantas Club membership. The Lendlease travel policies are also located on the site.

Who is eligible to salary sacrifice non-work related taxi travel?  
Permanent full-time, permanent part-time and fixed-term employees may be eligible for travel and expense benefits.Individuals employed under the terms and conditions of an operative enterprise agreement with a Lendlease group company, should refer to the relevant enterprise agreement to determine if this policy applies to you.  
How do I salary sacrifice non-work related taxi travel?

PLAN

Read the Non-work related taxi travel policy.

PREPARE

Pay for the taxi travel to or from work, using your own finances. Ensure you obtain a receipt.

ACT

Submit a fringe benefits claim through iExpenses, attaching the receipt which includes the suppliers ABN number. To find out more information on iExpenses visit the eFinance page link located in the resources section below.

FINALISE

Once the claim has been processed, payroll will then deduct the GST- exclusive cost of the taxi travel expense.

Please note: if the employee does not have a receipt, or the journey does not begin or end at the employee's primary workplace, they will be unable to claim the cost as a tax benefit.  
What local travel expenses are included in the policy?  
Local travel expenses can include any of the following:- public transport- taxis- personal vehicle- road tolls and incidental parking- fuel (company vehicles/car hire)  
How do I claim travel expenses?

PLAN

Read the travel and expenses policy.

PREPARE

Pay for the cost of work-related travel expenses by cash or corporate American express card (public transport/ taxi/ road tolls and incidental parking/ fuel (hire vehicles and genuine site vehicles only)) .

ACT

Public transport/ taxi/ road tolls and incidental parking/ fuel - Submit a claim through iExpenses, providing proof of the work-related travel e.g. description/ reason for the journey.  Personal vehicle mileage claim - Obtain your manager's/ department head's approval and email your completed mileage claim form to payroll.

FINALISE

Once your application has been processed, you will be reimbursed in the next applicable payrun.

Resources

Non-Work Related Taxi Travel Policy

Local Travel Expenses Policy

iExpenses

Mileage claim form

Procurement Microsite

# Article: KB0019027

|  |  |
| --- | --- |
| Created: | 2025-01-22 18:26:11 |
| Updated: | 2025-01-22 18:28:15 |
| Status: | Published |

## Content

For information on the Gender Affirmation policy and procedure please click here.

# Article: KB0018897

|  |  |
| --- | --- |
| Created: | 2025-05-05 21:11:38 |
| Updated: | 2025-05-05 21:32:21 |
| Status: | Published |

## Content

Click here to view the Maternity Leave Policy

# Article: KB0018942

|  |  |
| --- | --- |
| Created: | 2025-04-25 02:17:13 |
| Updated: | 2025-04-29 17:59:45 |
| Status: | Published |

## Content

Click here to review the Redundancy Policy

# Article: KB0019143

|  |  |
| --- | --- |
| Created: | 2021-05-07 19:32:07 |
| Updated: | 2024-02-29 00:08:28 |
| Status: | Published |

## Content

A new position is NOT required when you are changing minor details of an employee’s role. Details that may be changed without a new position include Change in Hours, Fixed-term contract extension and Change in location.

Note: Promotions, change to People Manager, change of Grade under an Enterprise Agreement and change in Employing Entity will require a new position to be created first

#

Instruction

Screen

1.

Starting a Job Change request  
a. Search for the employee you wish to Job Change in the search bar  
Or

Find the employee in My Team Management

b. Click the related action button to Access Job Change

c. Select Start Job Change

2.

Start screen  
a. The Worker name and Job should default to the employee you are entering the Job Change for  
b. Select Location and/or Hours Change or Move to a new manager.  
c. For other changes including Secondments you will need to ensure a new position has been created for the employee to move in to.  
Note: Please ensure you select the correct reason at this stage as this cannot be amended later.  
Click to continue  
Start Details  
a. Confirm the effective date of the change

b. Update the location if required

Note: If you have selected Location/Hours Change or Move to a new manager on the previous screen, the “Why are you making this change” field will default to Job Data Change on this screen.

Click to continue

3.

Location screen  
a. Click location to update the employee’s work location  
b. If you need to change your employee’s working hours then change the Scheduled Working Hours to reflect the new hours.

c. If you have changed the working hours you also need to select the new Work Shift to reflect the new arrangement (not applicable to AU Wages employees)  
Note: Please be aware that for Salaried employees, a change in hours will impact compensation.  
d. Click to continue

4.

Details screen  
Note: The Default weekly hours on the details screen should NOT be updated if you are changing your employee’s working hours  
a. You can extend your employee’s fixed term contract in this section  
b. Click to send for approvals

Once approved, the Job Change wil take place on the nominated effective date. If you need to check where an approval process is up to, Ask People Connect on 1800 554 044.

# Article: KB0018913

|  |  |
| --- | --- |
| Created: | 2025-05-13 00:05:54 |
| Updated: | 2025-05-13 00:20:10 |
| Status: | Published |

## Content

Click here to view the Annual Leave Policy

# Article: KB0019247

|  |  |
| --- | --- |
| Created: | 2024-08-04 22:15:22 |
| Updated: | 2024-08-04 23:38:02 |
| Status: | Published |

## Content

Managing Performance

“If you’re trying to achieve, there will be roadblocks.  I’ve had them; everybody has had them. But obstacles don't have to stop you. Figure out how to climb it, go through it, or work around it.”  Michael Jordan, Basketball player, cultural icon.

Key to a People Manager’s role is creating an engaged work culture and exhibiting behaviours that are in line with Lendlease’s core values and key principles.  
 The Leadership calendar of people processes can help you identify what your team needs throughout the year.  To manage performance in the best possible way, these people processes need to be supplemented with continuous conversations, and open and transparent communication.  
Leaders have to Lead

Have regular one on one’s with everyone in your team. Be consistent and make these a priority.  
Set goals and be clear on objectives and expectations. Walk the talk and set the example for your team.  
Give feedback. See something great? Acknowledge it and be specific about why it was valuable. See something you don’t like? Have a conversation about it quickly.  
Know your team. Understand what makes them feel value, engaged and supported. Diversity of thought, backgrounds and experience all bring rich value to a team’s success so ensure everyone has a chance to contribute and be heard.  
Communicate key messages. Ensure you share important organisational messages with your team so that they know what it means for them and the work they are undertaking.  
Measure outcomes and behaviours. With teams working all over the globe, you may be responsible for individuals who you can’t see day to day. Set clear expectations on what they need to deliver and by when. Measure their output and their engagement. Assume the best of your people.

Managing Poor Performance  
Underperformance or poor performance can include not performing duties, or not performing them to the required standard; displaying negative or disruptive behaviour in the workplace and or failing to comply with workplace policies, rules or procedures. Underperformance doesn’t just affect the output of an individual employee – it can also impact co-workers, customers and business productivity.  
There are many reasons why an employee might perform poorly. An employee might not know what’s expected of them because goals and standards are unclear or they may not have the knowledge or skills to do the job.

Employee Conduct  
Managing Poor Performance (digital)  
The Art of Feedback (digital)  
Managing Poor Performance Toolkit  
Performance Improvement Plan Template

Managing High Performance  
When you acknowledge high performance, it not only builds team morale, but also validates the individual’s or team’s effort to achieve their goals.  
High performers represent an enormous asset to your team, but leading them can require you to think a little differently.  Consider how you will continue to develop, engage, support and retain these individuals. Continuous conversations with high performers are essential.

Set Stretch Targets and keep them challenged.  
Sponsor them for projects that will build their development while leveraging their skills and capabilities.  
Give them autonomy to get the job done.  Tell them what to do, but not how to do it. Situational Leadership can help with this.  
Make sure they are rewarded and recognised in whatever manner is appropriate.

Resources

Employee Conduct  
Setting Stretch Goals and Targets  
Performance and Career  
Stellar  
Talent and Succession Planning  
Leading Self  
Leading Others  
Leadership

# Article: KB0018747

|  |  |
| --- | --- |
| Created: | 2024-12-19 04:54:23 |
| Updated: | 2024-12-19 05:16:30 |
| Status: | Published |

## Content

Your health and safety is valued at Lendlease, which is why we provide a range of insurance benefits for our Asia employees.

What are the eligibility requirements?  
Permanent full-time, fixed term contract full-time and part-time employees who are employed on local terms are eligible for insurance benefits.  
What are the insurance benefits available for Malaysia employees?  
Group Personal Accident This plan provides 24-hour worldwide coverage for employees in case of death, total or permanent disablement due to an accident.Group Term Life This plan provides 24-hour worldwide coverage for employees in case of death, total or permanent disablement or terminal illness.Group Hospital and Surgical This plan provides employees and their eligible dependents with 24-hour worldwide coverage for daily room and board, hospital services, surgery, pre and post-hospitalisation specialist consultation, diagnostic x-ray and lab tests, emergency outpatient treatment (for accidents only) and others, subject to the ‘Schedule of Benefits’.Employment Injury Scheme (SOCSO) This plan covers employees for injuries from accidents sustained out of and in the course of employment, in accordance with SOCSO’s Employment Injury Scheme.Group Travel Insurance All employees of Lendlease engaged in business related travel are covered by our travel insurance policy.Details of the coverage will be made available to employees separately by their department administrators together with the flight booking.

Compass Benefits Insurance Handbook

Lendlease Benefits Insurance Handbook

Group Hospitalisation & Surgical (GH&S) Claim Form

What are the insurance benefits available for Singapore employees?  
Group Personal Accident This plan provides 24-hour worldwide coverage for employees in case of death, total or permanent disablement due to an accident.Group Term Life This plan provides 24-hour worldwide coverage for employees in case of death, total or permanent disablement or terminal illness.Group Hospital and Surgical This plan provides employees and their eligible dependents with 24-hour worldwide coverage for daily room and board, hospital services, surgery, pre and post-hospitalisation specialist consultation, diagnostic x-ray and lab tests, emergency outpatient treatment (for accidents only) and others, subject to the ‘Schedule of Benefits’.Group Accelerated Critical Illness This plan covers our employees in the event they are diagnosed with or undergo surgery for a critical illness as defined by the policy. Workman Injury Compensation This plan covers employees for injuries from accidents sustained out of and in the course of employment, in accordance with the Ministry of Manpower’s Work Injury Compensation Act.Group Travel Insurance All employees of Lendlease engaged in business related travel are covered by our travel insurance policy.Details of the coverage will be made available to employees separately by their department administrators together with the flight booking.

Employee Insurance Handbook

AIA eBenefits Portal Guide

# Article: KB0019636

|  |  |
| --- | --- |
| Created: | 2024-08-04 23:04:27 |
| Updated: | 2024-08-04 23:38:29 |
| Status: | Published |

## Content

Please click here to review the Employee Referral Procedure

# Article: KB0018922

|  |  |
| --- | --- |
| Created: | 2024-12-26 18:42:47 |
| Updated: | 2024-12-26 18:51:14 |
| Status: | Published |

## Content

Click here to view the Paternity/ Partner Leave policy.

# Article: KB0019038

|  |  |
| --- | --- |
| Created: | 2025-03-04 22:32:22 |
| Updated: | 2025-03-05 00:11:10 |
| Status: | Published |

## Content

It is Lendlease policy to support new parents by granting shared parental leave to eligible employees.

What are the eligibility requirements?  
Employees who are eligible for maternity, adoption or partner leave are eligible for shared parental leave.Employees may receive payments during this period, providing they meet further eligibility criteria outlined in the policy.  
How do I apply?

PLAN

Read through the Family Leave Policy.

PREPARE

Discuss with your manager your intention to take shared parental leave.

ACT

Inform your manager in writing, of your intention to take shared parental leave. This should include:  
A "maternity/adoption leave curtailment notice" from the birth parent or primary carer setting out when they propose to end maternity/adoption leave (unless they have already returned to work);  
A "notice of entitlement and intention" giving an initial, non-binding indication of each period of shared parental leave that you are requesting; and  
A "period of leave notice" setting out the start and end dates of each period of shared parental leave that you are requesting.  
Enter your leave request in Workday.

FINALISE

Lendlease will respond in writing within 28 days of receiving your notice of the date in which you intend to begin your shared parental leave.

Can I change my shared parental leave dates?  
You may vary or cancel your shared parental leave dates by providing your manager with eight weeks' notice and amending your leave request in Workday.  
Am I entitled to time off for antenatal appointments?  
Employees have the right to take time off to accompany their pregnant partner to up to two antenatal appointments made on the advice of a doctor, midwife or health visitor. This time off will be unpaid.Employees should provide as much notice as possible for any appointments.  
Resources

Family Leave Policy

Returning Parents and Managers Guide

# Article: KB0018748

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| Created: | 2021-05-03 23:13:34 |
| Updated: | 2024-02-29 00:08:29 |
| Status: | Published |

## Content

Lendlease encourages flexibility because everyone leads different lives and has different needs.  
We understand that your passions outside of work, your family situations and even your daily commute are important parts of your life.So if you need some flexibility to allow you to be you, let’s explore the options.Read through our Flexible Working Policy for more information on working flexibly at Lendlease Asia.

Explore the Options  
There are many reasons why someone might want to work flexibly and there are many ways of working flexibly. Some are as simple as leaving early one day a week for an outside interest and making up hours another day, to working more hours over fewer days.The more common ways of working flexibly include working part-time or job sharing, different start and finish times or working from home. But it can be more than that.Read through the Workplace Flexibility Policy to find out more about the criteria for and different options of flexible working.  
Discuss your needs  
Flexible work enables change to when and where you work. Successful flexible working arrangements are mutually beneficial to you, your manager and your team and drive great outcomes.When discussing working flexibly, please consider:

Having an open conversation with your manager about your needs  
Thinking about the role and any modifications that might need to be made  
Agreeing upfront on how communication will be maintained and enhanced  
Communicating with the team about the flexible work arrangement  
Respect and trust for the agreed way of working

Read through the Guide to Flexible Working under the Resources section for more information.  
Embracing Technology  
Technology is the key enabler to helping you work flexibly at Lendlease. Our ICT team have a suite of tools and resources to assist you and your team. From laptops and soft phones to video conferencing and more.Read through the Technology for Flexible Work Guide under the Resources section for more information.

Safety in the Workplace  
Wherever you are working, we need to ensure you are safe and looking after your wellbeing. Some of the things to consider for your workspace outside of the office include:

Ergonomic setup of your workstation  
Adequate lighting and ventilation  
Trip hazards  
Smoke detectors fitted

Read through the Working From Home Checklist under the Resources section for more information  
Resources

Flexible Working Conversation Guide

Workplace Flexibility Policy

Technology for Flexible Work

Working from Home Checklist

# Article: KB0019000

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| Created: | 2021-05-07 02:40:38 |
| Updated: | 2024-02-29 00:08:29 |
| Status: | Published |

## Content

Unpaid Standby Leave of Absence (USLOA) allows you to take an unpaid leave during a 12 month period with no impact to your benefits.  This leave is designed to be taken between projects.USLOA can be taken at a minimum of one-week increments and must be approved by your one up manager or PIC.

What are the eligibility requirements?  
All active, salaried employees scheduled to work 30 or more hours per week. Employees must use all accrued paid time off (PTO) prior to the start of the unpaid leave of absence.  
How do I apply?

PLAN

Review the eligibility requirements above.Read through the USLOA Policy and benefits summary.

PREPARE

Discuss request for unpaid standby leave of absence with your manager to gain support to apply for leave at least 30 days prior to the start of the requested leave date.

ACT

Complete the leave of absence request form and submit your leave into Workday.Your manager will approve via Workday.Send a copy of the completed and approved form to AmerBenefits@lendlease.com

FINALIZE

You will receive an email confirming receipt of your request and notifying you if any additional paperwork or information is needed.

Who can I contact regarding the benefit?  
Questions regarding USLOA should be referred to Candi Whelpley or AmerBenefits@lendlease.com.  
Resources

USLOA Policy

Leave of Absence Request Form

Paid Time Off (PTO)

Benefits Summary for Standby Leave of Absence

# Article: KB0019162

|  |  |
| --- | --- |
| Created: | 2025-05-12 23:42:58 |
| Updated: | 2025-05-12 23:46:28 |
| Status: | Published |

## Content

Our Lendlease Technical Training Library will  provide you with unlimited access to over 1,000 online courses to help with your professional development and continuing education.  
Our extensive library of courses covers engineering, construction, project management, industry related topics and much more. All of the courses and content in the library is designed and delivered by subject matter experts in construction, engineering and related industries.   
This interactive site is available 24 hours a day, 7 days a week from any computer with internet access. Upon successful completion, learners will be provided with a certificate.  
To access information on what courses are available, view the Technical Training Course Catalog.

# Article: KB0019102

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| Created: | 2025-04-27 20:27:20 |
| Updated: | 2025-04-29 17:54:21 |
| Status: | Published |

## Content

At Lendlease, your career journey can take many paths, providing you with a variety of learning opportunities. We encourage you to take responsibility for your own career development by using the career and job framework (CJF) and development tools available to determine you career path.

What is the Career and Job Framework (CJF)?  
All roles at Lendlease are grouped according to our career and job framework (CJF). Our CJF provides a common language for us to understand and manage the capability of our workforce.Our CJF is used across all People & Culture activities including compensation, learning, strategic workforce planning, talent acquisition and career development. It is also utilised through the financial processes in both invoicing and forecasting. The frameworks also changes and adapts as our business evolves.Our framework makes no reference to organisational structure or hierarchy, and is focused purely on the capability required for a role. This helps you identify where your skills and capabilities can be used throughout the business, rather than limiting your career path to your current business unit. The CJF is more than just categorising the roles – it gives you the opportunity to reach your potential and go places with us. You can use the CJF library tool to explore the various job categories, job levels and broad position descriptions available within each job family.  This will help you understand the capability required for different roles and enable you to focus on developing any gaps for your preferred career path.  
How do I use the CJF library?  
The CJF library provides you with visibility of all the roles available within Lendlease according to our CJF. By searching on 'job family', you will be shown the various roles that exist across job categories and job levels.  Then by clicking on a role, you will be able to view a broad job description.There are 3 job types: - Individual contributor roles do not have people leader responsibilities- People leader roles have line manager responsibilities for Lendlease employees.  - Executive roles are the most senior roles in the organisation identified by group management.Select from the drop-down fields to display information according to a particular job family or category.  You can return to the complete listing of our job families at any time if you would like to explore alternative career paths in different job families within Lendlease.  
The CJF library can be accessed via Workday.  
How do I plan my development?  
Once you have identified your ideal career path, we encourage you to take ownership of your development by proactively using the 70:20:10 learning approach, where: - 70% of your learning should come from experiences, projects and working through tasks.- 20% of your learning should come from relationships like manager interactions, mentoring and networking. - 10% of your learning should come from traditional development activities like training, seminars, conferences and courses.   
How do I locate current vacancies?  
If you are ready to make your next career move and want to keep informed about internal opportunities, you view this information via the Career Worklet on Workday. It is important to note that while our CJF uses broad global job titles, the current job opportunities on the careers page refers to local business titles. Visit the internal recruitment page on Pulse for more information on the internal recruitment and selection process.  
Resources

Workday

Development Planning Tools

Current opportunities

Internal Recruitment - AMER ASIA AUS EUR

# Article: KB0020488

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| Created: | 2025-03-11 22:10:15 |
| Updated: | 2025-03-11 22:53:54 |
| Status: | Published |

## Content

In Australia, our pay is described as total package value (TPV) which is made up of your total remuneration and company contributions to your superannuation.

Details of your TPV are provided in your letter of offer and updates are provided annually in your compensation statement.  For salaried employees, your total remuneration will be paid monthly, less applicable taxation and salary-packaged components you have elected.  Additionally, eligible employees (noted in your letter of offer) may elect to sacrifice for fixed benefit allocations and variable packaged items.

When will I be paid?

All salaried employees are paid into their specified bank account no later than the 15th of each month, unless the 15th falls on a weekend or public holiday, in which case it will be paid the prior working day.

What do I need to know if I am a casual or retail employee?  Casual or retail employees can find information here on how to enter worked hours and when they will be paid.

What is the payroll cut-off date?

In order for Australian payroll teams to process pay runs in time to meet scheduled payment dates, employees must submit changes and have them approved in Workday by the below cut off dates.

Monthly pay cycle: 5th of the month.  
Weekly pay cycle: Friday, close of business.

This includes payment election changes and updating of personal details.

Changes made after payroll cut off will be processed in the following pay cycle.

Salary sacrifice elections need to be completed in Workday by last working day of the month to be effective from following month Any salary sacrifice elections made from the 1st of the month onwards will only be considered in the next month.

Managing my details

View and manage your personal information in Workday.   
Click here for more information.

How can I obtain my Payment Summary (Income Statement)?

Lendlease uses Single Touch Payroll, which means payment summaries (group certificates) will not be mailed to employees or stored in Workday.

You can access your Income Statement online via your myGov account provided you have linked your Australian Tax Office (ATO) account to it.

If you do not have access to a myGov account, please contact the ATO to access your Income Statement.

Superannuation

For more information on Superannuation at Lendlease please click here

Resources

Bonus Information   
Salary packaging options

# Article: KB0019053

|  |  |
| --- | --- |
| Created: | 2025-03-12 03:44:32 |
| Updated: | 2025-03-12 03:47:03 |
| Status: | Published |

## Content

Click here to view the Relocation policy

# Article: KB0018910

|  |  |
| --- | --- |
| Created: | 2025-05-05 21:07:13 |
| Updated: | 2025-05-05 21:35:12 |
| Status: | Published |

## Content

Click here to view the Childcare Leave Policy

# Article: KB0018976

|  |  |
| --- | --- |
| Created: | 2021-05-04 20:17:34 |
| Updated: | 2024-02-29 00:08:30 |
| Status: | Published |

## Content

During probation employees are assessed to ensure suitability to a company and role.Legislative requirements regarding probation differ by region, however most Lendlease employment contracts allow for a probation period. Managers should contact their Strategic Business Partner to confirm.If this forms part of the contract, Leaders are required complete a probationary performance assessment, prior to the end of the period. Any performance concerns should be discussed with the Strategic Business Partner.

# Article: KB0018776

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| Created: | 2025-04-28 23:32:13 |
| Updated: | 2025-04-29 17:53:41 |
| Status: | Published |

## Content

Superannuation is about planning and providing for your financial future. Lendlease makes contributions on behalf of each employee every month (referred to as Superannuation Guarantee Contributions - SGC) in line with government legislation.  
Where an employee does not make an election (choice of fund) in respect of a specific superannuation fund, Lendlease must seek instructions from the ATO regarding the employees Stapled superannuation fund and deposit  their employment SGC to that fund.  
Permanent Australian based employees are eligible to join the Lendlease Superannuation Plan as provided by Mercer.  
If an employee chooses to use a Self Managed Super Fund (SMSF) and at any time, ceases to be compliant, the contributions for that employee will be directed to the employees Stapled superannuation fund. Contributions will continue to be directed here until the employee is able to verify that the SMSF compliance has been reinstated.   
The Lendlease superannuation plans with Mercer and Hesta include a level of insurance for death, total and permanent disability, and for permanent employees in Mercer, income protection insurance. Employees are encouraged to refer to the product disclosure statements of the fund applicable to their employment type for further information.  
Employees are encouraged to familiarise themselves with the annual contributions caps and be reminded that any insurance premiums paid by Lendlease will count towards that cap.  
Please also be aware of all conditions relating to salary sacrifice for superannuation as addressed in the questions and answers below. It is strongly advised that employee’s seek financial advice before making any elections with respect to salary sacrifice benefits including superannuation.

How do I change superannuation funds?  
To change to your superannuation fund after you have commenced employment, please complete the Superannuation Standard Choice form and send it to the relevant payroll email address below.    
To change to Mercer add the following details to the Standard Choice formSuper fund name: Mercer Super Trust - Lendlease Superannuation Plan (ABN 19 905 422 981)Unique superannuation identifier (USI): 19905422981184Phone: 1800 682 525Super fund website address: mercersupertrust.com  
To change to Equip add the following details to the Standard Choice formSuper fund name: Equipsuper Superannuation Fund (ABN 33 813 823 017)Unique superannuation identifier (USI): 33 813 823 017 000Phone: 1800 682 626Super fund website address: www.equipsuper.com.au All other Lendlease Companies: PayteamAU@lendlease.com

Can I allocate additional funds to my superannuation account?  
Yes, you can allocate part of your salary as additional contributions via salary sacrifice or co-contribution to your superannuation fund. To do this, make this election using the benefits worklet in Workday.Please be aware of the concessional contribution cap that applies to you. Please visit the ATO website for further details.All additional contributions will be forwarded to your superannuation fund in the month following processing.You can only allocate superannuation contributions to one fund.

Additional Conditions  
Salary Sacrifice contributions are subject to a 15% deduction for government tax (and may be subject to an additional 15% tax for 'high income earners', as defined by the ATO):  
As part of my concessional contributions and I am solely responsible for:  
- Monitoring whether the concessional contributions made by, or for, me to any superannuation fund exceed my concessional contributions cap: and  
- Any additional tax on superannuation contributions that exceed that cap.  
- Are subject to awards/agreements and must be made prior to the commencement of the relevant pay period; and  
- Are subject to preservation under superannuation legislation.  
How do I access my superannuation account?  
Most funds have online facilities for accessing your account details. Please contact your fund to obtain your login information.

Name

Site Address

Phone Number

Equipsuper

www.equipsuper.com.au

1800 682 626

Mercer

www.mercersuper.com.au

1800 682 525

Hesta

www.hesta.com.au

1800 813 327

Details of the Mercer Plan:Super fund name: Mercer Super Trust - Lendlease Superannuation Plan (ABN 19 905 422 981)Plan number: 201847Unique superannuation identifier (USI): 19905422981184Phone: 1800 682 525Super fund website address: www.mercersuper.com.au

Details of the Equip Plan:Super fund name: Equipsuper Superannuation Fund (ABN 33 813 823 017)Unique superannuation identifier (USI): 33 813 823 017 000Phone: 1800 682 626Super fund website address: www.equipsuper.com.au  
Resources

Superannuation Standard choice form

Salary Sacrifice Election Form - Wages Only

Salary Packaging Options

Australian Taxation Office Website

Superannuation Reforms Information

Lendlease Superannuation Plan Category B (Salaried) PDS Your Plan Guide

Lendlease Superannuation Plan Category A (Wages) PDS Your Plan Guide

Lendlease Superannuation Plan Cat A (Wages) and B (Salaried) PDS Insurance Booklet

Lendlease Superannuation Plan Category B (Salaried) Summary

Lendlease Superannuation Plan Category A (Wages) Summary

Lendlease Superannuation Investment Booklet

Lendlease Superannuation Product Disclosure Statement

Workday

# Article: KB0019160

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| Created: | 2025-05-18 20:08:03 |
| Updated: | 2025-05-18 20:55:08 |
| Status: | Published |

## Content

We’re keen to create a learning environment where you can build the skills and capabilities you need to be your best. This page gives you access to information on all the Learning options offered at Lendlease.

Workday Learning is the learning platform that sits within the Workday suite. You can access digital courses, watch short videos, explore content from industry experts on a wide variety of topics and register for workshops in your region. You can learn anytime from any device by logging into Workday and clicking on the Learning icon.  
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# Article: KB0018975

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| Created: | 2021-05-04 20:17:08 |
| Updated: | 2024-02-29 00:08:30 |
| Status: | Published |

## Content

Position management helps an organisation clearly define and arrange its structure to better meet operational requirements, now and in the future. Under a Position Management approach, firstly the team structure is determined based on the resource requirements and all positions and levels are identified. People are then assigned to positions within that structure. Position Management allows managers to have visibility of all roles (in real time) including vacant positions, so they can make decisions around backfilling or closing a vacant position. This will also assist with headcount planning, budgeting and reporting as well as other people management activities (e.g. separations, job change)

# Article: KB0019012

|  |  |
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| Created: | 2021-05-07 07:42:51 |
| Updated: | 2024-02-29 00:08:31 |
| Status: | Published |

## Content

Unpaid infant care leave allows employees to take time off without pay to spend quality time with their infant child.

What are the eligibility requirements?  
Permanent full-time, fixed-term contract full-time and part-time employees who have completed at least three months of service and are employed on local terms with a child below two years of age are eligible.  
How do I apply?

PLAN

Read through the Unpaid Infant Care Leave Policy.

PREPARE

Discuss your leave plans with your manager well in advance, in order to agree to a time which minimises disruption to the business.

ACT

Once you have obtained your manager’s support, submit a leave application in Workday via the Absence worklet and attach the relevant documents.

FINALISE

Your manager will review the application and you will be notified via Workday of the outcome.

Resources

Unpaid Infant Care Leave Policy

Workday

# Article: KB0018914

|  |  |
| --- | --- |
| Created: | 2025-04-20 21:27:27 |
| Updated: | 2025-04-27 18:18:59 |
| Status: | Published |

## Content

Click here to view the Compassionate Leave Policy

# Article: KB0018791

|  |  |
| --- | --- |
| Created: | 2021-05-07 01:33:32 |
| Updated: | 2024-02-29 00:08:31 |
| Status: | Published |

## Content

Group People & Culture

Approver's name and title                   Board

Effective Date May 2015

Review DateFebruary 2019

Next Review Date                           February 2020

PURPOSE The Lendlease Group comprising Lendlease Corporation Limited and Lendlease Responsible Entity Limited as responsible entity of the Lendlease Trust (Lendlease) is committed to building a workplace in which all individuals are supported, respected and connected. SCOPE  Lendlease embraces all employee differences including age, gender, ethnicity, physical appearance, physical or mental disabilities, values, lifestyle, religion, sexual orientation and identity, nationality, education, family responsibilities and military or veteran status and recognises the benefits that diversity brings to maximise corporate goals. POLICY Reasons for Diversity and Inclusion To create the best places, we need a culture and an environment that embraces and respects difference. One where people can bring their ‘whole self’ to work and feel safe, empowered and motivated to be the best they can be. Diversity and Inclusion is a key enabler to realising our vision to create the best places. Specifically: • Innovation and productivity – to remain competitive and to differentiate in the market, innovation is critical. We know that our people will be more innovative, productive and engaged when they can bring their ‘whole self’ to work. • Core values – Diversity and inclusion is key to bringing our desired culture and core values to life. • Employer of choice – Lendlease strives to be an employer of choice and an inclusive culture, embedded throughout the employee life cycle, is critical to this. • Global market forces – Lendlease is a global company made up of people with diverse ideas, experiences and backgrounds. We need to harness this to realise greater productivity and success. • It’s the right thing to do – whilst we aspire beyond compliance to market best practice in Diversity and Inclusion, we can’t ignore the important compliance elements to ensuring that our workforce is inclusive and free of any harassment or discrimination. The Board’s Commitment The Lendlease Board fully supports Diversity and Inclusion, and is instrumental in driving Lendlease’s Diversity and Inclusion agenda. As part of its wider process of increasing diversity and inclusion across the Group, Lendlease is focused on: • realising gender equality throughout all key employee experiences, including recruitment, performance and remuneration reviews and development opportunities; • realising workplace flexibility for all employees across the Lendlease Group; • creating accessible ‘places’, both for our employees in workplace design and our customers in construction design; • driving an inclusion culture through communication and education campaigns; • providing holistic support to our employees in their role as carers. In relation to gender diversity, the Board has set targets in accordance with the ASX Corporate Governance Principles and Recommendations. The achievement of these goals will be supported by succession planning, career development programs, graduate programs, mentoring and recruiting activities. Objectives are reviewed by the Board on an annual basis. Board Composition - Commitment When identifying candidates for vacancies on the Lendlease Board of Directors, the Nomination Committee: a) will commit to achieving a Board composition that reflects a diversity of backgrounds, knowledge, experience and abilities; b) include at least one female as part of the interview and selection panel for Board appointments; and c) for Board succession planning, identify and include female candidates with suitable skills and experience. Lendlease will disclose annually, the proportion of women in senior executive positions against targets and the number of women on the Lendlease Board. Diversity and Inclusion Goals of Lendlease Five key goals underpin Lendlease’s approach to managing Diversity and Inclusion, and they are as follows: 1. Become a leader in establishing and maintaining a diverse and inclusive workplace. 2. Include and embed diversity and inclusion principles in the Lendlease culture so that they are followed in the Lendlease community.3. Provide career development opportunities for all key talent in a fair and equitable way. 4. Continually educate all employees about the importance of a diverse and inclusive workplace to business success. 5. Ensure fairness and parity in creating and maintaining a diverse and inclusive workplace. Measuring Diversity and Inclusion Lendlease is committed to becoming a leader in establishing and maintaining a Diverse and Inclusive workplace. A number of methods are used to assess Lendlease’s performance in terms of achieving its diversity goals. These include: • Employee perceptions which are measured quantitatively and qualitatively. Periodic global employee engagement surveys will assess sentiment on a quantitative basis, and employee focus groups and feedback forums, will capture sentiment on a qualitative basis. These will identify issues, collect ideas, test solutions and track and measure sentiment regarding a range of diversity topics including cultural diversity, workplace flexibility and gender equity. All results drive diversity priorities. • Employee Resource Groups governed by Regional Diversity Councils, continually track issues and identify opportunities to further progress the Groups Diversity and Inclusion agenda and performance. • Employee data such as workforce diversity by itself as well as across employee learning and development, succession planning and recruitment, are tracked and used to further refine diversity and inclusion strategies, initiatives and processes. For example in relation to gender equity, key data is tracked including gender splits by region, business, role and level, retention development programs and the recruitment process. • External benchmarking is undertaken on a regular basis. We compare ourselves to other organisations, both within industry and more broadly on a number of key Diversity and Inclusion criteria. Managing Diversity and Inclusion Day to Day The following committees and councils oversee Lendlease’s Diversity and inclusion strategies: • The People and Culture (P&C) Committee is a committee of the Lendlease Board to which the Board has delegated the responsibility to review the effectiveness of policies on workplace diversity and equal opportunity. Diversity and Inclusion issues are considered during discussion at every P&C Committee meeting and recommendations are made to the Board as appropriate. The P&C Committee will establish with management and the Board a process that will also measure the extent to which the Board and senior executives adhere to the measurable objectives. • The Nomination Committee is responsible for reviewing the performance of existing Lendlease Board members and identifying potential board candidates. The Nomination Committee provides advice and support to the Board so that the Board is comprised of individuals who in combination bring a mix of expertise, skills, experience and perspectives and who will enhance the Board’s strength and range of insight. • The Global Head of Diversity and Inclusion works with the Global and Regional Leadership teams to determine priorities and drive implementation of the global Diversity and Inclusion programs which are reflective of Board recommendations and consistent global priorities. Disclosure  Information regarding Lendlease’s Diversity and Inclusion policy, strategies and performance is included in the Group’s Annual Report.A copy of this policy is available on the Lendlease website at www.lendlease.com in the ‘Corporate Governance’ section. Endorsed by the Board on 21 February 2019.  
Download Diversity and Inclusion Policy For more information visit the Diversity and Inclusion Microsite

# Article: KB0019101

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| --- | --- |
| Created: | 2025-05-08 00:16:42 |
| Updated: | 2025-05-08 01:46:06 |
| Status: | Published |

## Content

Our formal conversations, whether they are for goal setting, mid-year review or year-end review, are a great opportunity to reflect upon performance as well as other important aspects of our work and life.Below, we have compiled a range of guides and support materials to help you in having meaningful conversations about:- Wellbeing,- Flexibility, and- Personal Development.Don’t forget that our People Connect team are here to help you with any questions you may have about performance conversations and Workday.   
Wellbeing  
Wellbeing and performance go hand in hand. There are many factors that affect your health and wellbeing, such as organisational change, financial pressures, maintaining good mental health, transitioning back to work, and more. Use these guides to help you to start a conversation with your manager about health and wellbeing.  
Wellbeing Guide for Managers      English   Chinese   Japanese   ItalianWellbeing Guide for Employees      English   Chinese   Japanese   Italian   
Flexible Work Options  
We know that when we find flexible work solutions that support both our people’s flex needs and our business objectives, it’s a win-win for everyone. Our flexible work policy, available here, outlines the types of flex arrangements that may be considered and the roles & responsibilities of employees and managers.  
 Personal Development Planning Whether you’re looking for your next move up the ladder, pivoting your career focus, or wanting to keep your skills up to date and relevant, having a development plan will help you focus on your learning activities by creating tangible goals that you can measure. Your development plan is uniquely yours, though it is important that you discuss your development goals with your manager so they can support you in your goals.Personal Development Plan      English   Chinese   Japanese   Italian

Career Resources  
   English  
Review your Goals As work priorities and objectives can change throughout the year, performance conversations are a great opportunity to review and revisit your goals to ensure they are still relevant and meaningful. These guides will help you to review and refocus the goals you have set.  
Goal Setting Guidelines      English   Chinese   Japanese   Italian

When do Performance conversations take place?  
Goal setting takes place at the start of the financial year, usually in August.   
We recommend you schedule time to have your mid-year review conversation in January or February.  
Year-end conversations take place in June and July each year.  Because year-end reviews are captured in Workday, each June we communicate a detailed timeline that highlights specific due dates.

How should I prepare for my performance review conversations?  
Performance review conversations are an opportunity to reflect and reset. Think about your achievements and what has gone well, but also what hasn’t gone as planned and the lessons you have learned along the way.  It is also helpful to reflect not only on WHAT you achieved, but also HOW you achieved it.  
While performance is a key conversation during these meetings, we also suggest you take the opportunity to discuss other important topics like flexibility, wellbeing and personal development.  
There are also great resources on Workday Learning to help you in developing your skills in giving and receiving feedback, development planning, and setting effective goals (plus many more!).

# Article: KB0019111

|  |  |
| --- | --- |
| Created: | 2024-12-26 03:02:01 |
| Updated: | 2024-12-26 17:37:06 |
| Status: | Published |

## Content

Lendlease is focused on creating an environment that helps employees stay healthy and productive. Healthcare is a shared responsibility between employees and the Company. At Lendlease, we provide a comprehensive suite of healthcare benefits and coverage to provide support to our employees and their dependants in their health & wellbeing journey.

What are the eligibility requirements?  
All permanent and fixed-term contract employees who are employed on local terms are eligible for healthcare benefits.Additionally, dependants (spouse and children) are eligible for healthcare benefits if they meet the required conditions outlined in the Outpatient Healthcare Policy.  
For Singapore employees: What steps do I need to take?

PLAN

Read through the Outpatient Healthcare Policy for Singapore.

ACT

Employees will receive emails from Fullerton with instructions to download the mobile app and login details to the web portal and mobile app.Panel clinic visits: Present your Fullerton e-healthcard (accessible via the mobile app) and identification card during registration at the panel clinics to enjoy cashless visits. You will not be required to submit a claim for panel visits. However, should the visits involve co-payment(s) or expense(s) that fall under the exclusions list, you or your dependants will be required to pay these amounts upfront.Non-panel clinic visits: Pay all expenses upfront and request for the receipt. Within two months of incurring the expense or receipt of the bills, submit your claims via the Fullerton web portal or mobile app and attach the receipt(s) and any supporting documents. The date of invoice from the service provider will determine the calendar year which the expense can be claimed in.

FINALISE

Expenses will be reimbursed within one month of receipt of complete documents based on the Outpatient Healthcare Policy and Finance Expenses Procedures and Guidelines.

For Malaysia employees: What steps do I need to take?

PLAN

Read through the Outpatient Healthcare Policy for Malaysia.

ACT

Employees will receive emails from IHP with instructions to download the mobile app and login details to the web portal and mobile app.Panel GP clinic visits: Present your IHP e-healthcard (accessible via the mobile app) and identification card during registration at the panel clinics to enjoy cashless visits. You will not be required to submit a claim for panel visits. However, should the visits involve co-payment(s) or expense(s) that fall under the exclusions list, you or your dependants will be required to pay these amounts upfront.Panel Specialist clinic visits: Complete the outpatient Guarantee Letter (GL) request form and email the completed form to IHP 3-5 days prior to visit date. The GL request form is also available for download on IHP's web portal. IHP will email the Outpatient GL to you to present to the Specialist Panel Clinic, together with your IHP E-healthcard and identification card, before medical service can be rendered. No payment or submission of receipts will be required, except for any expenses that fall under the exclusions list or exceed the annual limit.  
Non-panel clinic visits: Pay all expenses upfront and request for the receipt. Within two months of incurring the expense or receipt of the bills, submit your claims via the IHP web portal or mobile app and attach the receipt(s) and any supporting documents. The date of invoice from the service provider will determine the calendar year which the expense can be claimed in.

FINALISE

Expenses will be reimbursed within one month of receipt of complete documents based on the Outpatient Healthcare Policy and Finance Expenses Procedures and Guidelines.

Singapore Resources

Outpatient Healthcare Policy - Singapore

Fullerton Web Portal

Fullerton Mobile App Guide

Doctor Anywhere - User Guide

Fullerton Health - Executive Health Screening Lendlease

Fullerton Virtual Doctor - User Guide

Malaysia Resources

Outpatient Healthcare Policy - Malaysia

Malaysia Healthcare FAQs

IHP Web Portal

IHP User Guide

DoctorOnCall - User Guide

# Article: KB0018903

|  |  |
| --- | --- |
| Created: | 2025-04-25 01:40:43 |
| Updated: | 2025-04-29 18:07:38 |
| Status: | Published |

## Content

Click here to view the Paternity and Partner Leave Policy

# Article: KB0018819

|  |  |
| --- | --- |
| Created: | 2021-05-05 22:38:24 |
| Updated: | 2024-02-29 00:08:31 |
| Status: | Published |

## Content

Americas People & Culture

Approver's name and title:Teena HesterHead of People & Culture, Americas

Effective date:January 2017

Approval date:December 2016

Next review date:January 2019

PURPOSE  
The Hourly Paid Time-Off Policy provides flexibility to help meet the personal needs of our hourly employees and offer an opportunity for rest and relaxation.  
SCOPE  
This policy applies to all active, hourly, full time and part time, non-union employees who have worked more than 90 days with the company with no break in service. This policy applies to employees based in North America.  
POLICY  
This plan is designed to provide all full-time and part-time, non-union hourly employees working more than 90 consecutive days, with the flexibility to meet their personal needs during the work week.  
Eligible employees will accrue Paid Time-Off (PTO) hours, calculated based on time worked, at a rate of .0385 hours per hour of work, including PTO hours, and capped at 40 hours per week. PTO will be calculated at the start of employment and hours will be deemed accrued and may be used 90 days from the employment start date. Employees may accumulate a maximum limit of 160 hours.

Maximum PTO accrued in any one week is 1.54 hours (.0385 x 40 hours = 1.54)  
Maximum PTO accrued in any one year is 80 hours (1.54 x 52 weeks = 80)

PTO Hours: PTO hours may be used as a benefit outside of normal wage, for regularly scheduled work hours on which an employee does not work. In addition to regularly scheduled hours, PTO hours can be substituted for unpaid holidays, if requested. PTO hours may be taken in increments of not less than one (1) hour. PTO hours will not be considered hours worked towards overtime pay in a pay cycle and may not be used after the last day of work upon separation from the company. PTO hours must be fully accrued to be used.  
PTO Pay Procedure: When coding PTO hours on the electronic time sheet, a weekly paid employee will enter "Pay Type" 36; enter "Pay Type" 86 if paid bi-weekly. If you record your hours on a written timesheet you should write "PTO" on the days in which you take PTO hours.  
Scheduling PTO: If the need for PTO hours is foreseeable (when an employee can predict or know in advance they will need to use PTO hours, such as a doctor’s visit, planned personal time or vacation), then employees must provide their supervisor with advanced notice 7 days prior to the date on which such PTO is to begin, or as early as possible. If the need for PTO hours is unforeseeable (when an employee is not able to know in advance or predict he or she will need to use PTO hours, such as a medical emergency or sudden illness), then employees must provide their supervisor with notice as soon as practicable. Failure to provide reasonable notice may result in disciplinary action. Employees may take a maximum of 80 hours per year. Any additional PTO requested would need the approval of the BU leader. PTO hours may not be scheduled or taken after an employee’s physical last day worked with the company.  
PTO Benefits at Termination: Upon separation from employment, accrued but unused PTO hours will be paid out upon termination of employment.  An employee's last day of employment is their last day physically worked. PTO may not be used to extend last day worked.   
Access more information on the processes and procedures for the Hourly Paid Time-Off Plan

# Article: KB0018926

|  |  |
| --- | --- |
| Created: | 2025-05-05 21:45:11 |
| Updated: | 2025-05-05 21:55:42 |
| Status: | Published |

## Content

Click here to view the Shared Parental Leave Policy

# Article: KB0018959

|  |  |
| --- | --- |
| Created: | 2025-04-25 02:25:10 |
| Updated: | 2025-04-29 17:58:17 |
| Status: | Published |

## Content

Click here to view the Prolonged Illness Standard

# Article: KB0018837

|  |  |
| --- | --- |
| Created: | 2025-05-12 21:27:20 |
| Updated: | 2025-05-12 21:40:18 |
| Status: | Published |

## Content

Americas People & Culture

Approver's name and title:  
Carol Gomez  
Chief People Officer, Americas

Effective date:  
August 2017

Classification:

PURPOSE For the purpose of providing for employees that are unable to work due to short-term disability.SCOPE For the purpose of providing for employees that are unable to work due to short-term disability.POLICY In the event that you become medically disabled while employed with US Lendlease and are certified disabled for at least eight (8) consecutive calendar days, the company will pay you disability benefits according to the following benefit plan.The purpose of the US Lendlease Short-Term Disability Benefit Plan is to assist you in meeting your reasonable income needs in the event you suffer a short-term disability and are unable to work.  You are eligible for short-term disability if you are a full-time, salaried US Lendlease employee who is scheduled to work 30 or more hours per week at a Lendlease location in the United States or its territories, or if you are a US expatriate who is on the Lendlease US payroll.Your weekly benefit will be determined based on the following table.  The maximum period during which you may receive Plan benefits for a covered disability is 26 weeks.  Your length of service means the amount of time you worked for US Lendlease prior to the start of your disability.  Service Recognition Date is used in determining length of service.

Length of Service

100% of Weekly Earnings

60% of Weekly Earnings

5 years or more

up to 26 weeks

Less than 5 years

----

up to 26 weeks

FILING A CLAIM View the Frequently Asked Questions about Disability BenefitsShort-Term Disability leaves must be reported to The Hartford by calling 888.301.5615 or by going online at The Hartford. The Hartford will forward you a Leave of Absence packet, including information about your benefit coverage, your role in the leave process, and a medical release for your signature.  The Hartford will also contact your physician on your behalf to expedite the receipt of medical certification.  To avoid a delay in your Short-Term Disability benefit payments, you should contact The Hartford as soon as you know your disability will last at least 8 consecutive calendar days.  You must contact The Hartford by the 14th day following the start of your disability or benefits will be denied until the date your claim is reported to The Hartford.Medical certification, including specific information regarding your disabling condition and the expected duration of your leave, must be received from your doctor within 45 days of your leave start date or benefits may be denied.  Notify your Manager/Strategic Business Partner so that they can immediately notify the Lendlease Benefits Department-Charlotte.  Once you have called in your disability claim to The Hartford or filed online, your disability claim will be handled by an assigned analyst.  It is your responsibility to follow up with The Hartford regarding the status of your claim.  Approximately one week after filing a short-term disability claim, you should contact The Hartford @ 888.301.5615. Some important information to ask is:

Have you received the medical certification form from my doctor?  
What dates has the doctor disabled me?  
What date has the doctor released me for work?  
What do I need to do if I need an extension for my disability?

If you are eligible for FMLA when you go out on short-term disability, then you will receive an FMLA packet from The Hartford who administers Federal and State FMLA for Lendlease.  FMLA runs concurrently with short-term disability.HOW BENEFITS ARE AFFECTED DURING SHORT-TERM DISABILITY You remain on Lendlease's payroll while on approved short-term disability leave of absence.  You will be paid STD benefits for as long as you are approved by The Hartford, up to the maximum 26 weeks.  All of your benefits remain intact while on an approved short-term disability leave of absence.  If you are released to return to work, and you do not, then your STD benefits will be suspended and all of your benefits will end.  You may be eligible for COBRA continuation of health benefits and life insurance conversion.However, if you have not exhausted FMLA and you are eligible for FMLA, then you can continue on unpaid FMLA until you have exhausted your FMLA.  Medical, dental, life and disability benefits will remain intact during your unpaid FMLA, as long as you pay the premiums.  The Lendlease Benefits Department will bill you for all insurance premiums, Medical Reimbursement-FSA, 401k loans, etc. that you are enrolled in.REFERENCE The Hartford Access more information on the processes and procedures for Short-Term Disability

# Article: KB0018845

|  |  |
| --- | --- |
| Created: | 2025-03-06 20:25:47 |
| Updated: | 2025-03-06 20:41:27 |
| Status: | Published |

## Content

What is Unmind?

Unmind is an online wellbeing platform, accessible via mobile app, desktop via your web browser and MS Teams. It’s designed by psychologists to help you understand and improve your mental health and wellbeing.

All Lendlease employees have access to the Unmind platform.

What’s included on the Unmind platform?

Within the Unmind platform, you will have access to Unmind Elevate and Unmind Talk.

What is Unmind Elevate?

Unmind Elevate is the part of the platform that houses the features and content for you to measure and manage your mental health and wellbeing. The content is rooted in well-established approaches such as cognitive behavioural therapy, mindfulness, and positive psychology. You can access content covering all sorts of areas, from managing stress, to sleeping better, to improving your focus.

What is Unmind Talk?

Unmind Talk gives you access to one-to-one sessions with an expert therapist or coach (see below for more information). There are hundreds of therapists and coaches to choose from, with a diverse range of backgrounds and therapeutic approaches, so you can choose someone who fits your goals and values.

How do I access Unmind?

The Unmind platform is accessible via mobile app, desktop via your web browser and MS Teams. The content is the same across all devices giving you the option to choose the mode that works best for you.

There are three ways to register for Unmind:

Desktop Browser

Navigate to the Lendlease Unmind platform using this URL - lendlease.unmind.com   
Click on “Continue with Single Sign On (SSO)”   
Select your work department and location   
You will then be able to access the Unmind platform using SSO

Mobile App

Go to the app store on your mobile device and download the Unmind app.   
Once you’ve downloaded the app, enter Lendlease as your “Company Name”   
Click on “Continue with SSO”   
Select your work department and location.   
You will then be able to access the Unmind platform using SSO

Microsoft Teams App

Go to your MS Teams app and select “Apps” in the left-hand panel   
Search for Unmind in the app store and click “Add”. This will add Unmind to the left-hand side panel of your Teams app.   
Once the Unmind app is installed within MS Teams, enter Lendlease as your “Company Name”   
Click on “Continue with SSO”.   
Select your work department and location.   
You will then be able to access the Unmind platform using SSO (Single Sign On)

Note: You will need to complete this process on both your desktop and mobile Teams apps. If you don’t see the Unmind app first time, sign out and log in again and it should appear.

How do I make an appointment with a therapist or coach?

You can book an Unmind Talk session at any time in the Unmind app, without the need to contact your manager or HR team. This is completely confidential and secure. Follow this link to find out more information on how.

I feel that a colleague needs support. How can I help them?

If you are concerned about a colleague’s mental health, take time to talk to them, practise active listening and explore together how you can best support them.

You can also signpost them to Unmind by clicking on “Send an invite” from the Settings menu (hamburger menu in the top right corner of the app). You will then be provided with a link to share with your colleague inviting them to sign up so that they can access the Unmind content or book a session with a therapist.

You might also choose to signpost them to local emergency services, their family doctor, or their manager depending on their needs.

It is important to look after yourself when supporting others, so ensure you practise your own self-care too.

Additional Unmind Information

Who is Unmind Talk for?

Unmind Talk could be helpful for you if:

You want to talk to someone about how you’re feeling or about difficult things going on in your personal or work life   
You want to develop a greater self-awareness, see different perspectives or develop personally and/or professionally    
You are experiencing mental health difficulties such as low mood, depression, anxiety, stress, panic attacks, sleep problems, and low self-esteem  
You have recently experienced a significant life event or transition such a relationship breakup, bereavement, relocation, or received a physical health diagnosis  
You want to improve your relationships, at work or at home  
You are struggling at work with stress, burnout, working relationships, or giving presentations  
You want to find balance in your life  
You want some time to focus on you

It’s a common misconception that therapy is only for people with a serious ‘problem’. Many people can benefit from therapy and coaching. The ideas above are just a starting point, and there may be other reasons why you could benefit from talking to a therapist or coach. If you are unsure if therapy or coaching is for you, why not give it a try and discuss this with the practitioner.

Important note: Unmind Talk isn’t a crisis service. If you’re feeling suicidal or having thoughts of harming yourself or others, or at risk from someone else, please contact your local emergency service. You can find more information on coping in a crisis in the Mental Health Resources section of the Unmind platform.

The Unmind platform is 100% confidential

Unmind and Lendlease both understand that your privacy is very important.

Unmind will not share any details about individual usage of the platform with Lendlease. That information is private and confidential to you.

Unmind shares anonymised and aggregated high level data with Lendlease that includes details of how many people are signed up, what parts of the platform are being used and how many therapy and coaching sessions are happening each month.

Unmind will never share any information about your individual usage with Lendlease.

How is Unmind different from a traditional EAP?

Unmind is a confidential online platform for mental health and wellbeing. No one else ever knows if you are using it.  
Unmind provides you with the tools to understand your mental health, and digital content to help nurture it.  
You can select an experienced therapist or coach, from a range of backgrounds, to speak to within days.  
There are no limits to the number of sessions you can have with a therapist or coach.

Sometimes, we may feel out of sorts, but it’s hard to put your finger on why you feel a certain way, or how to get past that feeling. Unmind is taking away the unknowns and giving you the control.

Can my family use Unmind too?

Yes. You can add two family members to your Unmind account and they will have the same access as you. They must be over the age of 18.

You can invite your family member to set up a new account following these instructions:

Go to the Unmind mobile app:  
Go to Settings (hamburger menu) in the top right corner of your screen.    
From the Settings menu, click “Send an Invite”   
Then click “Invite a loved one”    
You’ll then be able to share an invite link via email, WhatsApp or any other channel   
Your loved one will then receive an email inviting them to sign up to Unmind.

Employees can update their family member access at any time. There is a 30-day grace period to all users whose access is removed from Unmind. That said, once the new family member is added, the existing family member will continue to have access to the platform for 30 days prior to the new family member being added.

What happens to Unmind access for myself and any family members if I resign from Lendlease?

For employees who resign from Lendlease, access to Unmind will cease when you leave as it is linked to the Lendlease single sign on process. For family members it will be the same as their access will no longer work when you leave. This relates to both the Unmind digital platform for self-directed learning and all therapists or coaches.

For all therapy and coaching we encourage you to ascertain any aspects to cover off with your practitioner before access ceases. If you have a good connection with them, you could ask if they take on private clients of which any costs would need to be covered by the individual.

About Unmind Therapists and Coaches

What is therapy?

Therapy is a talking-based approach typically for people struggling with mental health difficulties, but it is also useful for exploring what’s going on in your life and how you are managing day to day.

What is coaching?

Coaching is also talk-based, but it is designed to support you to achieve future goals, make life changes and unlock your potential. Coaches will use a variety of techniques to motivate you, provide clarity and give you a deeper sense of self-awareness.

Are Unmind’s therapists and coaches good quality?

Unmind follows a thorough vetting process for both therapists and coaches to ensure they are experienced and accredited/licensed in line with the relevant professional bodies and country and state regulations. Therapists and coaches must have professional indemnity insurance to practice. Unmind collects regular feedback about therapists and coaches from employees using the Unmind Talk service to ensure high quality and continuous improvement.

What if I feel like my therapist or coach isn’t a good fit?

It is important that you feel comfortable with your therapist or coach and that it feels like a natural fit. Sometimes you know instantly, and sometimes it takes a few sessions. If you decide that your therapist or coach is not a good fit (sometimes this happens, and it’s ok), you can book with another therapist or coach at any stage. We ask that you let your current therapist or coach know that you don't wish to continue with them where possible. This can be done via email. It may be that they can help advise you on whether a different approach might be more helpful to you. If you are feeling a little unsure about what to do, feel free to contact Unmind and they will work through it with you: support@unmind.com

What can I expect during my first therapy session?

Typically, sessions will be 50-60 minutes in length. Therapists and coaches will start with an introduction and review of expectations and confidentiality to make sure that you feel comfortable with them and the process. They will then ask you a series of questions to get a better understanding of your background and reasons for booking for the session. They will then ask you about your goals and what you want to achieve to identify whether and how they can best help you. You can discuss together whether the approach they offer is going to be most helpful to you. They may give you some follow up action items that you can take away and practice or apply to your life.

How should I prepare for my first session?

Before your first session, we encourage you to ask yourself a few questions which can guide your initial conversations with your coach or therapist.

What’s led you to booking the session?  
What do you want to talk about?  
Do you know what your goals are, or do you need help figuring that out?  
What do you want to get out of therapy/coaching?  
What do you want your therapist/coach to be like? Do you want someone who holds you accountable, who is a cheerleader, who challenges you?  
How do you want your life to look when you are done?

How often should I see my therapist or coach?

This will vary depending on your individual situation. You and your therapist or coach will come to this decision together. Whatever decision you and your therapist or coach come to can change over time. Most people have weekly or fortnightly sessions.

How long will I have to wait for my first session?

Most therapists and coaches have appointments within a few days, some even the next day! You can book an appointment directly or message the therapist/coach to agree a time.

What is the cancellation policy for sessions?

We understand that unplanned events happen and sometimes you may need to cancel a session. Please remember that therapists and coaches put a lot of time into preparing for each session and they protect time in their diary for you. If you have to cancel, please make sure to give your therapist or coach at least one business days’ notice.

If you cancel a scheduled session with a therapist or coach within one business day of the scheduled start time of the session, Unmind will process the full fee associated with the session and Lendlease will be liable for this fee.

Please prioritise attending your Unmind session to ensure you receive maximum benefit from the service. Each session comes to you at considerable cost to Lendlease.

Unmind User Support

How to contact Unmind’s customer support team

For mobile users, go to the Settings menu (hamburger menu in the top right-hand corner) and scroll down to “Technical support”, then click “Get in touch”. You can submit a request from here.  
For desktop users, start a start a live chat via the Unmind Chat function, the symbol in the bottom right-hand corner of the app.   
For MS Teams users, go to the Settings menu (hamburger menu in the top right-hand corner) and select “Product help”, this will take you to the Unmind support page and you can submit a request from here.

We recommend you use one of the options above if you have a question or issue that needs resolving quickly.

If you have a query that isn't urgent, or you need to send attachments with your message, send Unmind an email. Email Unmind at support@unmind.com.

If you would like to speak to someone from Lendlease, please raise a P&C enquiry with the People Connect team via ServiceNow.

I’m having difficulties joining the Unmind session call

If you’re experiencing issues during your Unmind call, here are a couple of suggestions that should help:

Perform a "hard refresh" of your browser.   
Check if your browser needs to be updated.   
Check your video/audio settings on your computer. You'll need to allow Unmind access to your microphone and camera before you start the call.   
If you are using an external microphone/headphones, check these are working properly.   
If the issue continues, email support@unmind.com with details of your device and browser, and they will provide more specific advice.

Unmind for Australian Construction Workers

The CWLENDLEASE Unmind platform has been created specifically for Australian Construction Workers who don’t use their Lendlease email addresses and therefore can’t access single sign on (SSO).

How do I sign up to Unmind if I am an Australia Construction Worker?

There are two ways to access Unmind for Construction Workers:

Download the Unmind app; or   
If using the desktop version – type in the URL cwlendlease.unmind.com

Then:

Click on the yellow “create an account” button   
In the “Company Name” field type in CWLENDLEASE and click “Connect”   
Enter your Employee ID – this is the 6-digit Lendlease ID number located at the top of your payslip   
Enter your preferred email address and password

Important note:  When logging back into Unmind after some time away, you will be prompted to enter the “Company Name” before you enter your email and password.  Ensure you use CWLENDLEASE and not just Lendlease (the Lendlease platform requires a Lendlease email address to be used for single sign-on.)  The CWLENDLEASE platform has been created specifically for Lendlease Construction Workers who don’t use their Lendlease email addresses.

Unmind Technical Support for Australian Construction Workers

Contact Unmind’s customer support team:

For mobile users, go to the Settings menu (hamburger menu in the top right-hand corner) and scroll down to “Technical support”, then click “Get in touch”. You can submit a request from here.   
For desktop users, start a start a live chat via the Unmind Chat function, the symbol in the bottom right-hand corner of the app.

We recommend you use one of the above options if you have a question or issue that needs resolving quickly.    
If you have a query that isn't urgent, or you need to send attachments with your message, send Unmind an email. Email Unmind at support@unmind.com.   
If you’re still having issues, please reach out to the Lendlease Australian Wellbeing Team at Foundationaustralia@lendlease.com

Unmind Resources

Unmind A4 General Brochure   
Unmind FAQ English   
Unmind FAQ Simplified Chinese    
Unmind FAQ Japanese    
EAP Support for Japan employees – Advantage Risk Management   
Unmind Posters – Australia   
Unmind Posters – Asia   
Unmind Posters – Americas   
Unmind Posters – Europe   
Unmind Toolbox Talk Presentation   
Unmind Toolbox Talk Cheat Sheet

Other Lendlease Wellbeing Programs and Support

Do I still have access to other Lendlease Health & Wellbeing programs?

Yes. Unmind is an added opportunity for employees to access content to support their wellbeing, whilst also functioning as a traditional EAP service. Your Lendlease health and wellbeing programs will be accessible from the Unmind platform under the “Help” section tab or via the Wellbeing microsite.

# Article: KB0018983

|  |  |
| --- | --- |
| Created: | 2025-04-02 05:08:32 |
| Updated: | 2025-04-02 17:01:43 |
| Status: | Published |

## Content

Workday is our global people information system for all your People & Culture related actions.  
Our detailed Workday Quick Fact Guides below will help you complete tasks within Workday.  
To download the Workday app on your mobile device please review our quick fact guide.

Workday Quick Fact Guides

Personal Information

Updating Personal Information

Updating Photo and Contact Information

Status of a Workday request

Benefits

Salary Sacrifice

Annual Bonus Nomination

Updating Dependent Details - Singapore & Malaysia

International and AUS Domestic Mobility Request

Pay Details

Updating Bank Details - Singapore and Malaysia

Updating Bank Details

Recruiting

Create a Job Requisition

Manage Workday Job Application Process

Candidate Sourcing with LinkedIn Recruiter

Select Candidate for Interview (Hiring Manager)

Schedule Interviews in Workday

Manage Candidate Disposition

Manage Job Requisition Freeze

Eligibility for Rehire

Create a Job Requisition for Contingent Worker

Contingent Workforce Workday Training

Temporary and Contingent workforce - Australia

Contingent Worker - Europe

Leave / Absence

Requesting Leave

Cancelling Leave

Talent & Performance

Complete your mid year and year end reviews

Goal Setting

Update your Career Profile

Update my experience or import LinkedIn profile

Generate an Employment Reference Letter

Creating Job alerts in Workday

People Manager Tasks

Job Change

Job Change for a Contingent Worker

Compensation Change

Initiate a Termination

Talent Assessment

Move Workers

Employee Location Change

Contingent Worker Extension, Job Change, Early Termination

Strategic Working Plans (SWP)

Workday Learning

Managing my Enrolments

My Learning History

My Library

People Manager Tasks

How to Search Workday Learning

Setting Preferences

Workday Learning for Wages employees

For assistance, please ask People Connect online or call:

Region

Number

Australia

1800 554 044

Europe

+44 (0) 20 8271 8444

Americas

+1 866 848 1200

Asia

+603 4065 6915 (Malaysia)

800 1811 071 (Singapore)

Quick Fact Guides (QFGs)

Italian Translation

Chinese Translation

Japanese Translation

Workday Application

Workday Application

Workday Application

Upload Experience or Import LinkedIn Profile  
Caricare La Propria Esperienza O Importare Il Profilo Di Linkedin

Upload Experience or Import LinkedIn Profile   
上传我的工作经验或导入领英个人资料

Upload Experience or Import LinkedIn Profile   
経歴のアップロードとLinkedInプロファイルのインポート

Talent Assessment  
Valutazione Del Talento

Talent Assessment   
人才评估

Talent Assessment   
タレントレビュー

Initiate Termination   
Avviare Una Cessazione

Initiate Termination   
发起离职

Initiate Termination   
退職手続き

Career Profile  
Aggiornamento Del Vostro Profilo Professionale

Cancelling Leave  
取消假期

Career Profile   
キャリア・プロファイルの更新

Request a Compensation Change  
Richiedi Una Variazione Di Retribuzione

Request a compensation change  
申请薪酬变更

Request a Compensation Change   
給与変更

Job Change with a New Position  
Variazione Di Ruolo Con Una Nuova Posizione

Job Change with a new position   
需要新职位的岗位变更

Job change with new position   
職務変更（新たな職位あり）

Job Change without a New Position  
Variazione Di Ruolo Senza Una Nuova Posizione

Job Change without a new position  
无需新职位的岗位变更

Job Change without new position   
職務変更（新たな職位なし）

Leave / Personal Time Off (PTO) Processes  
Leave / PTO processes vary slightly by region.  Please use the table to determine the process that applies to you:

Region

Process

Australia (Salaried employees), UK, Malaysia, Singapore & China

Use Workday.

Australia (Wages employees)

Continue to use current process.

Americas

Use Workday to request time off.  
Continue to enter time off on timesheets within E1.

Italy & Japan

Continue to use current process.

Timesheets  
Employees who complete timesheets should continue to submit those via the normal process

Toolkits / Frequently Asked Questions (FAQs)

Toolkit

FAQs

Workday Toolkit

FAQs

Workday Toolkit – People Managers

Job Change FAQs for People Manager

Quick Facts – Install Chrome & High Contrast

Reporting for People Managers  
There are a number of reports to support you as a people manager at Lendlease. You can find out which reports you have access to by running My Custom Reports task in Workday.Did you know you can schedule a report to run on your preferred day and time - find out more by clicking here.