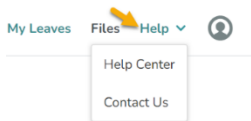




TILT LEAVE OF ABSENCE MANAGEMENT EMPLOYEE FAQ

This FAQ includes answers to frequently asked questions from employees related to the Tilt Leave of Absence management process.

Note: Tilt has a robust set of FAQs in their [Help Center](#). Once logged in you can also navigate to the top right “Help” and use the Help Center or Contact Us.



Q: What is Tilt, and how can I get started?

A: Tilt is our leave of absence management vendor for employees in US (all LOA types) and Canada* (*Canada for Parental and Maternity leave). They will be your regular point of contact during your leave journey and have a platform to help you and your manager through each step of the leave process.

If you are planning a leave, please request a leave in Tilt by going to alteryx.hellotilt.com. More information can be found [here](#). A step-by-step guide to submitting a leave can be found [here](#).

Q: What employees are eligible to use Tilt?

A: Employees planning a leave in US and Canada. Tilt manages maternity and parental leaves in Canada. All other leave types in Canada such as medical, caregiver, military leave will be managed by the benefits team.

Q: Who do I contact if I am an employee outside of US and Canada and need to plan a leave of absence?

A: If you are an employee who resides outside of US and Canada, please continue to email the benefits@alteryx.com email address or submit an [Ask Alteryx](#) ticket. Someone from our benefits team will reach out to you.

Q: What if I am on leave during the Tilt go-live (Jan 3, 2024). Is any action needed from me?

A: No, do not need to input this leave in Tilt. You can finish out your leave with the current leave provider / Benefits team.

Q: How can I manage or troubleshoot my account within Tilt once I create an account?

A: Please visit Tilt's account management and troubleshooting page [here](#).

Q: How do I go about managing my leave in the Tilt platform?

A: Please visit Tilt's leave management page [here](#).

Q: Can Tilt help me understand my pay during my leave?

A: Yes! Please visit Tilt's information on understanding pay calculations [here](#).

Q: I have questions about Leave Support. Where can I find more information?

A: Please visit Tilt's leave support page [here](#).

Q: My question is related to Alteryx policy on leaves. Where can I find more information?

A: Please visit the [Policy Corner](#) where you can find Alteryx's policy on leaves.

Q: I am a manager of an employee going on a leave of absence. How does Tilt help me have the correct information?

A: Please visit Tilt's overview of the manager dashboard and what information is available to you / what steps are required of you [here](#).

Q: My question is not covered in these resources, or I need more help. Who should I contact?

A: If you have already been set-up in Tilt and been assigned a Tilt Leave Success Manager, please discuss any questions about your leave of absence process with them. If you do not have a Leave Success Manager, please email leavesupport@ourtilt.com, the Benefits Team at benefits@alteryx.com, or submit an [Ask Alteryx](#) ticket.

Q: Where do I need to file a short term or long-term disability claim?

A: For US employees, Lincoln is our Life and Disability insurance company. They will help you file your disability claim. However, once you have filed your leave of absence with Tilt, a Tilt Leave Success Manager will walk you through the process and help guide you on what you need to do and what to expect.

- If you are an employee in Colorado, Massachusetts, Oregon, New York, or New Jersey*, Lincoln will you're your Disability and PFML state benefits on your behalf. (*NJ only exception that you will need to file the Family Care/Bonding claim directly with the state of NJ but Tilt will walk you through it.)

- For all other states outside what was listed above, employees will still have to contact Lincoln for their short term disability leave and file for their state benefit leave directly with the state.

For Canada employees, Canada Life is our Life and Disability insurance company. Tilt will provide the necessary steps and paperwork for you to submit a maternity or a parental leave claim with Canada Life. For medical related disability claims, employees can file directly through Canada Life. Reach out to the benefits team if you have any questions related to disability claims.

Q: If I am currently on a leave of absence, who should I contact?

A: If you have a short term disability claim currently you will continue your claim with UNUM. Please contact the benefits team if you have any questions.