

Team Member Parental Leave Checklist

☐ Notify Your Supervisor

Notify your direct supervisor of your upcoming leave of absence **at least 30 days** in advance. Note: If you are pregnant and in need of workplace accommodation, contact the LOA Team **immediately**.

☐ Request Your Leave of Absence from the LOA Team

Complete the online form [here](#). A link to the form is also available in [The Stand](#). After your request has been reviewed by the LOA Team, **read the notices provided to you that explain your leave type and due date for required documentation**.

☐ Provide Required Documentation

Based on whether or not you are the birthing parent will determine if a **medical certification, birth certificate or adoption placement** documentation is required. **You will receive an email with a link for documentation to be uploaded**. Failure to submit complete documentation on time may result in the denial of your leave.

☐ Plan Financially for Your Absence

☐ Submit a Claim for Short Term Disability and Hospital Indemnity

If you are enrolled in an applicable plan before your delivery occurs, submit a claim to **Prudential** at **800-842-1718**. Reference our **Control Number 70791** so that your claim is assigned to the appropriate policy. Note: **Short Term Disability** coverage has a 1-week elimination period, and typically covers 6 weeks for vaginal birth or 8 weeks for C-section.

☐ Apply for Eligible Paid Leave Benefits from Your State

Some states offer paid leave for the birth or placement of a child. **Review your state's website to see if you qualify for such benefits**. Note: If you work in **New York** and are applying for New York Disability or New York Paid Family Leave, then submit your claim directly through **Prudential** at **800-842-1718**.

☐ Review Your Company's Policy for Paid Parental Leave

You may be eligible for 2-4 weeks of paid parental leave from your employer. Eligible team members will **automatically** receive their benefits upon approval of their leave of absence.

☐ Request Time Off Hours

Submit a time off request in Workday if you wish to be paid during your leave.

☐ Review Your Benefits

☐ Add Your Baby to Your Insurance Coverage

If you wish to add your child to your health insurance, submit a **Qualifying Life Event** in Workday **within 30 days** of your child's date of birth or adoption placement date.

☐ Benefit Repayment for Missed Deductions

Your benefits remain in place while you are on leave. **Upon return, you will have arrears owed for benefit deductions not collected while on leave**. Arrears are collected by additional deductions to your regular bi-weekly deductions at amounts of 50% for medical deduction and 100% for all others. These arrears deductions remain until the balance is paid back in full.

LEAVE OF ABSENCE BEGINS

☐ Prepare for Your Return to Work

☐ Schedule Your Return with Your Supervisor

As your leave end date approaches, coordinate with your supervisor to be added back on the schedule. **Note:** If your leave was due to pregnancy, then medical clearance is required.

☐ Pump at Work

If you are nursing a child, then you are entitled to **reasonable break time** and a **private space** to pump at work for up to one year after your child's birth.