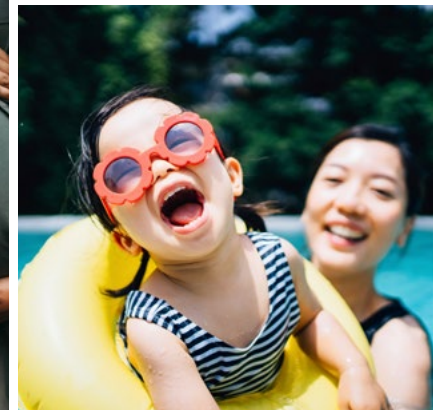


# A GUIDE TO PARENTAL BENEFITS



Planning

Expecting

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# A Guide to Your Parental Benefits

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## Growing Your Family?

Welcoming a new member to your family is a time of great joy.

It also brings many questions (and maybe a few worries).

This guide will help you navigate your parental leave and the benefits available to you and your family.

# Planning



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## Stork Club & Family Planning Support

Whether you want to expand your family now or later, help is here. We're excited to partner with Stork Club to provide comprehensive fertility, maternity and parental benefits and educational resources for every step of your journey. Stork Club and ABC Company family planning benefits include:

- Benefits for fertility diagnostics, treatment and prescriptions with expedited appointments at top fertility clinics
- Support for egg freezing done outside of fertility treatments
- Unlimited messaging and video calls with your personal Care Navigator
- Video visits with fertility, pregnancy and parenting experts
- Up to \$10,000 reimbursement for adoption and surrogacy expenses

### Important Contacts

Access all of your family-building benefits in one location at [website.com](https://www.abc.com)



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## Adding to Your Family?

Your family is growing—that's a big deal! It's never too early to start planning for what happens next.

You should notify the Benefits Team of your upcoming need for parental leave as soon as you are comfortable doing so (but no later than three months before your expected due date or adoption date).

There are also a number of benefits available to help you and your family navigate parenthood. Keep reading this guide for more information.

### BEFORE YOUR LEAVE:



Inform the Benefits Team and your direct manager of your upcoming need for parental leave. Fill out the Request for LOA, located under the Taking Time Off Page on our intranet.



Meet with the Benefits Team to discuss the process



Submit your leave request to CARRIER



Receive and complete your leave paperwork



The Benefits Team works with CARRIER to approve your leave





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## Parental Leave

- **All Parents:** You may take up to X weeks paid leave at X% of your base salary.
- **Delivering Parents:** You may take six to eight weeks of short-term disability leave for recovery after childbirth, plus X weeks of parental leave, for a total of X to X weeks paid at X%
- Leave typically begins at the birth/adoption of a child, unless otherwise determined to start at a different date.
- Leave can be taken any time during the first year after birth or adoption, but it must be taken in full weeks and can't be split into more than two occurrences. (For example, you could take six weeks immediately after birth and six weeks later in the first year.)
- Leave will run concurrent with family and medical leave (FMLA), short-term disability and state-specific paid family leave, where applicable.

At ABC Company, we recognize the challenges of growing families. We support you with parental leave benefits that include paid time off, transition back to work, job protection (if eligible) and more!

Parental leave is paid leave associated with the birth or adoption of an eligible employee's child. This leave is separate from paid time off and may not be combined with vacation. Both full-time benefits-eligible employees and regular part-time employees\* are eligible.

For full parental leave policy details, please review our Taking Time Off page on the intranet.



*\*Hourly, non-exempt and working a fixed schedule of at least 20 hours per week*



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## Short-Term Disability (STD)

STD benefits only apply to the delivering parent and will run prior to parental leave.

- STD provides coverage for the birth of a child for six or eight weeks, depending on the type of delivery.
- The weekly benefit is X% of your salary, up to \$\$\$.
- ABC Company supplements the additional 40%, allowing for full pay for up to six or eight weeks.
- Benefits begin on the eighth day after birth (this is called the elimination period).

## How Leave and STD Work Together

If you are an expectant mother who will give birth, here's an example of how parental leave and STD work together to cover your salary while you're out.

- The first week after birth will be paid at X% by ABC Company. This qualifies as the elimination period under STD.
- The next five to seven weeks will be paid at X%, with X% coming from your STD plan and X% paid by ABC Company under STD guidelines.
- Any remaining time in the X weeks of parental leave not covered by STD will be paid X% by ABC Company under parental leave guidelines.
- This total of X weeks applies to your family and medical leave (FMLA) time.
- If you live in a state with state-specific family paid leave (such as NY or CA), the payment breakdown may be different.

## Requesting Leave

You will register for an account with CARRIER to request and track your leave.

- Visit [www.website.com](http://www.website.com)
- Once logged on, apply for a Leave of Absence.
- Use your estimated due date or adoption date to calculate your leave dates (this can be adjusted later when your child arrives).

You can also call PHONE, if you prefer to request your leave by phone.

Once you request leave, you will be assigned a case manager, and they will contact you within two business days to go over next steps. You will receive paperwork from CARRIER within approximately one week.





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As you prepare to welcome your new family member, there are a number of programs and benefits that can help support you during this busy time.

## **Accolade Maternity Program**

Connect with an experienced maternity nurse to support you during your pregnancy and answer any questions or concerns, such as:

- What do my benefits cover?
- Where can I go for a breast pump and lactation support?
- What are the top dos and don'ts for expectant moms?
- How do add my baby to our health plan?
- And much more!

## **Healthy Pregnancy Program**

Prepare yourself physically and emotionally for pregnancy and parenthood with the support of a clinical nurse assistant. They will help you identify and manage pre-existing health conditions that could impact pregnancy, plus:

- Develop a personalized care plan
- Provide education and support before and after delivery
- Screen for post-partum depression
- Facilitate breastfeeding support
- Educate on newborn care

## **Virtual Doctor Visits**

If you or your child are sick, Teladoc provides access to a doctor, from the comfort and safety of your home, by phone, online video or mobile app. Use Teladoc when:

- You have non-emergency conditions, questions and concerns
- Your primary doctor isn't available
- You are busy, traveling or otherwise don't have time to visit a clinic
- You need prescription refills

## **New Parent Gift**

ABC Company gives new parents a handcrafted doll from cuddle+kind, which also helps provide meals to children in need.

# Arrival



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## UPON YOUR CHILD'S ARRIVAL:



When you need to begin leave, notify the Benefits Team, who will notify CARRIER



The Benefits Team coordinates payment of your short-term disability benefits through payroll



If you wish to add your new child to your benefit plans, you must do so within 30 days of their birth or adoption date



## Going on Leave

- Inform the Benefits Team or your manager of the arrival of your child
- The Benefits Team will send you an email confirming your leave dates and the next steps
- The Benefits Team will inform CARRIER of your leave

## Employee Assistance Program (EAP)

Parenting is challenging, but you don't have to do it alone. Your EAP is available 24/7 for help with:

- Research and referrals for childcare and education services
- Work-life balance services and support
- Access to support groups and community resources
- In-person or telephone counseling to help cope with stress, depression, family issues and more
- Help from health care experts to navigate insurance and medical bills

With the EAP, you can receive three hours of counseling per issue, per year at no cost to you. Referrals are then provided if you need long-term counseling or specialized care.





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## Ginger

Get on-demand mental health support when you need it most. You can chat with a behavioral health coach within seconds, day or night, when you have questions or need a little help. You can also access video therapy sessions and skill-building activities to improve your mental wellness. To learn more, visit the [Ginger](#) page on our intranet.

## Benefit Coverage Changes

Having a new child is a qualifying life event that allows you to change your benefits. You can add your child and make any other needed coverage updates, but you must do so within **30 days** of the date of birth or adoption. It's easy:

- Log into PAYROLL
- On the home page, select Life Events
- Choose Birth as the event and enter the date of birth or adoption
- From there, the system will walk you through the enrollment process

# Back to Work



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## WHEN YOUR LEAVE ENDS:



Complete and send your return-to-work forms to CARRIER



The Benefits Team will notify CARRIER when you have returned to work

## Milk Stork

When traveling for work, breastfeeding moms can use this complimentary service to store and ship milk home to baby.

## Lactation Support

Lactation rooms are provided in each office location, so breastfeeding mothers can express milk in comfort and privacy. For more information, please email HR.

