

# New Parent Support Checklist

Updated February 14, 2020

## PARENTAL LEAVE ELIGIBILITY REQUIREMENTS

OhioHealth recognizes the importance of associates having time off for the birth, adoption or foster care placement of a child. Parental Leave pay provides income protection for new parents. Parental Leave coverage begins six (6) months **after the later of:** 1) The associate's date of hire, or 2) the date the associate has worked in a benefits eligible position for six (6) months.

**Note:** Parental leave will only be paid for birth/adoption/newly placed foster child that occurs **after** the associate becomes eligible for Parental Leave.

If you meet the eligibility requirements listed above, the

following Parental Leave Pay guidelines apply beginning December 29, 2019.

- 9 weeks of Parental Leave Pay @ 100% for a normal delivery
- 11 weeks of Parental Leave Pay @ 100% for a cesarean delivery
- 3 weeks of Parental Leave Pay @ 100% for other parent
- 3 weeks of Parental Leave Pay @ 100% for adoption leave
- 3 weeks of Parental Leave Pay @ 100% for foster care placement

**Questions about LOA?** Call  
Associate Health at (614) 566.4100  
**Fax:** (614) 533.0039  
Refer to HR Policy 704.004

### Family Medical Leave (FMLA) Eligibility Requirements:

You're eligible for FMLA if you have worked at OhioHealth for one year and worked 1,250 hours in a rolling calendar year. If FMLA eligible, you are entitled to 12 weeks of **job protected leave** in a rolling calendar year.

## LEAVE OF ABSENCE PROCESS STEPS

1. Obtain Maternity-Parental Leave of Absence forms that you need to request and process your maternity leave. Forms can be accessed by: visiting eSource ( <https://esource.ohiohealth.com> ) *Workplace Tools>Leave of Absence Forms>LOA Forms Maternity-Parental*, requesting the LOA Forms to be mailed or emailed to you by calling Associate Health, or visiting an Associate Health office to pick up forms.
2. Complete **LOA Form A** and FAX to Associate Health. Be sure to complete all items including an Estimated Due Date and what type of leave (Maternity, parental, foster care or adoption).

Once you submit Form A and are eligible, Associate Health will send you a "Future Maternity Leave" letter confirming your eligibility for Parental Benefits and FMLA benefits.

**NOTE:** If you are FMLA eligible and want additional **paid time off**, you must discuss your return to work with your manager for approval. You are required to use all earned Time-Away Pay (TAP) hours for your LOA. When TAP is exhausted, any additional time will be unpaid. For questions about the use of TAP with a LOA, contact the HR Resource Center or Associate Health.

## NEXT STEPS

### When your baby is born:

Have the physician send a notice via fax to Associate Health with **date of birth and type of delivery either normal delivery or C-section** (the type of birth **MUST** come from the physician). Fax: **(614) 533.0039**. This notification from your physician will start your Parental Pay, with the first 3 days as TAP.

**If you have complications and are medically unable to work per your physician orders, you are required to:**

1. Obtain the Leave of Absence Forms on *eSource>Workplace Tools>Leave of Absence Forms>LOA Forms –Medical Self* or call (614) 566.4100 or (740) 615.4100 for assistance.
2. Submit form A and D and have your physician complete Form B or provide a prescription with diagnosis/medical facts to support your need for a medical leave of absence.

Based on your work status, you may be eligible for FMLA and Temporary Disability Pay for your health condition. You may also be eligible for Transitional Work Services if you are able to work restricted duty or hours.

## BENEFITS ENROLLMENT FOR NEWBORN BABY & SUPPORT RESOURCES

### Benefits

- To add a newborn to your benefits, log in to Workday and select the Benefits application from the homepage. Select Change Benefits and submit the Birth/Adoption of Child event type with a proof of birth or birth certificate. You must complete your enrollment within 31 days of the child's birth. You can also make any other necessary changes within the Birth/Adoption of Child event in Workday, like adding Dependent Care FSA or adjusting your HSA contributions.
- Payment of Benefits while on LOA: If you are taking additional time (beyond the 6 to 8 weeks of maternity leave AND the 3 weeks of parental leave) and you have no earned TAP, contact the HR Resource Center to arrange for payment of the premium for your medical; dental; vision; life insurance; and long- term disability, if applicable.

### Questions about benefits or support resources?

Call the HR Resource Center at (614) 533.8888 or email HR-Resource-Center at OhioHealth.com

### Support Resources (Pre and Post Pregnancy)

- **Pregnancy Perks Program**. A unique benefit available to associates who are pregnant or adopting a child. The program supports the needs of expecting and breastfeeding mothers to improve their health and wellness as they transition back to work after pregnancy. For details, contact the HR Resource Center.
- **Partners in Pregnancy** provides information and support in making good choices throughout your pregnancy and is free to OhioHealth associates enrolled in the OhioHealthy Medical Plan. A care team member will work with you to help you find the care you need for a healthier pregnancy for you and a healthier life for your baby. To learn more and register, email address is [PregnancyPartner@sentara.com](mailto:PregnancyPartner@sentara.com)
- The phone number is (833) 498.9435
- **Adoption Assistance Benefits**. Reimburses up to \$13,460 in eligible expenses related to the adoption of a child.(For details, visit eSource and search Adoption Assistance.)
- If interested in **childcare at the Bright Horizons Riverside Children's Center**, call (614) 566.4847 as soon as possible to request placement for your newborn. OhioHealth associates receive priority on waitlists and special tuition rates with ability to payroll deduct.