WHAT HAPPENS TO YOUR BENEFITS WHEN YOU HAVE A BABY?

Congratulations on the new addition to your family! The following information should help you make the right decisions for your potential leave and benefit changes.

Family/Medical Leaves

❒ General Information About Family/Medical Leave

Please read carefully. It is important to know that Family/Medical leaves are unpaid but job protected. Once authorized you will be able to use your choice of sick leave or vacation to supplement your income during your leave.

❒ Family Medical Leave Policy (FMLA/OFLA)

For more detailed information, please review our policy.

❒ Family/Medical Leave Request Form

- If you are an employee and the birth parent, a **30 day notice** is required when your leave is foreseeable, such as for childbirth.
- If you are requesting leave for the birth of your child, or the placement of a child with you for adoption or foster care, please notify HR and your supervisor in a **timely manner**.

❒ Medical Certification

a. Employee's Own Serious Health Condition (including pregnancy)

If you are an employee and the birth parent, please have your health care provider complete the medical certification for your leave.

OR

b. Spouse/Domestic Partner's Serious Health Condition

If you are requesting leave for the birth of your child, please have your spouse or partner's health care provider complete the medical certification for your leave.

❒ Disclosure of Protected Health Information

a. PHI Release of Own Health Information

You must authorize the disclosure of your protected health information if you are taking time off for your own condition.

OR

b. PHI Release of Spouse/Partner's Health Info Form

Your spouse/partner must authorize the disclosure of their protected health information if you are taking time off to care for your spouse/partner and/or child.

❒ Fitness for Duty Form

If you are an employee and the birth parent, please have your health care provider complete at the end of your serious health condition (including pregnancy) to ensure that you are physically ready to return to work. **You must provide this form before your return to work or you may be sent home until you can provide it.**

Benefit Changes

This life event is a "**qualifying status change**" in terms of your benefits. That means you may change your benefit enrollments without having to wait until the annual open enrollment period. Please be sure to make your changes by completing and submitting the appropriate forms to Human Resources within **31 days** of the birth of your child. If you do not notify Human Resources within **31 days** of the event, you will need to wait until the next Open Enrollment period to make your changes.

❒ Medical, Dental, Vision, Flexible Spending Account, and Life Insurance Beneficiary

a. Will you be adding your child to your benefits? If so, your baby's coverage will be effective the day of birth.
b. You may also elect to participate in or change the amount you contribute to your Health Care and/or Dependent Care Flexible Spending Account (FSA).
c. Please update the beneficiary of the Group Term Life Insurance policy the College purchases for you (if eligible).

You will need to complete the Benefit Enrollment/Change form within 31 DAYS of the birth.

❒ Voluntary Life Insurance

You may want to consider purchasing Voluntary Group Term Life Insurance or Dependent Group Term Life Insurance for your spouse and child or change the amount of life insurance you currently purchase for yourself.

❒ Retirement

Call TIAA-CREF at 800-842-2776 or Log in online to update your beneficiary designation. You may also want to participate or change your retirement contributions by completing a new salary reduction form.

❒ Employee Assistance Program

Adding a child to your family can be stressful in many ways. EASE offers confidential, professional counseling and referral services to help you with any issues that may arise including free financial planning and child care advocacy services. Please contact info@easeeap.com or 503-228-3223 to get started.

Personal Information Changes

❒ Change of Address & Emergency Contact Form

Making sure your home address and emergency contacts are correct in the HR system is crucial.

❒ W-4

You may want to review your W-4 tax document so that you are claiming the correct deductions.

❒ Direct Deposit

To update your electronic funds transfer, if applicable.

❒ Social Security Number

The easiest way to apply for your baby's Social Security number (SSN) is at the hospital. Remember to have both parents' Social Security numbers handy. When the hospital representative asks you for the information needed to complete your baby's birth certificate, tell them you want to have an SSN assigned to your baby. As part of your state's birth registration process, the vital statistics office will send to the Social Security Administration the information needed to assign your baby a number. Your baby's card will be sent to you in the mail. If you don't apply for the card at the hospital, and want to apply for your baby's number at a Social Security office, you will need to fill out an application, show at least two documents as evidence of your child's age, identity and citizenship, and show evidence of your identity. All documents must be either originals or copies certified by the issuing agency. For more information please call Social Security at 1-800-772-1213 or locate the nearest Social Security office on the Internet at http://www.socialsecurity.gov if you have questions.

Questions?

Contact the Office of Human Resources at hr@lclark.edu or 503-768-6235. For assistance with any benefit elections please visit the benefits website. You can also set up an individual consultation with a Benefit Specialist to go over forms, details, and options.