



Maternity Leave Checklist & Reminders

MetLife, Short-Term Disability (STD) (888) 777-6806, Fax (800) 230-9531	
When	<ul style="list-style-type: none">• Nonagreement employee with three months or more of service• At the time of delivery or up to 30 days in advance (if you delay filing an STD claim pay may be lost)
How	<ul style="list-style-type: none">• Call or ePayroll, click My Benefits, under Related Links click MetLife• Click “File a disability claim” in the MetLife Disability Insurance section
Check	<ul style="list-style-type: none">• Click “Check the status of claim” on the MetLife website or call• The claim must be APPROVED to receive pay for the STD period
Return	<ul style="list-style-type: none">• MetLife will confirm the end date of the STD claim with you and Union Pacific
Pay	<ul style="list-style-type: none">• Regular rate pay – RRB sickness benefit = STD Pay (for approved claims)• STD pay drops from 100% to 75% after either 9, 13 or 18 weeks based on your years of service

Report Your Life Event, ePayroll “My Benefits”	
When	<ul style="list-style-type: none">• No later than 30 days from the birth, 45 days to upload documentation
How	<ul style="list-style-type: none">• ePayroll, MyBenefits<ul style="list-style-type: none">○ Click “report new life event” and create new dependent○ Add dependent to the insurance by placing a check mark next to their name○ May also enroll in the Dependent Care Flexible Spending Account or change amounts○ Click on the MetLife link to change life insurance coverages and/or add baby• Upload a copy of the birth certificate or the hospital “Congratulations Certificate”
Check	<ul style="list-style-type: none">• Print the confirmation form at the end of the enrollment, check that baby is listed

Railroad Retirement Board (RRB), Sickness Benefits (877) 772-5772	
When	<ul style="list-style-type: none">• Print paperwork in advance but apply at the time of delivery• Ineligible? Provide a copy of the denial letter to Workforce Resources, WRTicket
How	<ul style="list-style-type: none">• www.rrb.gov, Benefits, Sickness, Downloadable Forms, form SI-1AB (mail form, provider may fax)• STD pay is NOT employer pay or sick pay (section D, question 20. A)• Complete form(s) SI-3, confirming dates off work<ul style="list-style-type: none">○ This form will be mailed to you by the RRB
Check	<ul style="list-style-type: none">• To confirm your application for benefits is complete, contact the RRB
Return	<ul style="list-style-type: none">• Confirm return to work date on form SI-3<ul style="list-style-type: none">○ Use the date you begin paid maternity leave NOT your actual return to work date
Pay	<ul style="list-style-type: none">• File right away or risk forfeiting a portion of STD pay• Following a seven day waiting period benefits are paid every two weeks• Benefits stop when you begin receiving paid maternity leave

Paid Maternity Leave (Up to 6 weeks following STD)	
When	<ul style="list-style-type: none"> • Directly following the end of the STD period
How	<ul style="list-style-type: none"> • Workforce Resources enters time for your paid maternity leave • To determine the end date of the maternity leave, add 42 calendar days to last day of your STD <ul style="list-style-type: none"> ○ For example if your STD ends Sat. June 1, the paid maternity leave will begin on Sun. June 2 and continue through Sat. July 13. Your return to work date is Sun. July 14
Return	<ul style="list-style-type: none"> • Confirm your return to work date with your manager
Pay	<ul style="list-style-type: none"> • Paid maternity leave is paid at your regular rate of pay • When receiving maternity pay you are no longer eligible for RRB sickness benefits • Payroll deductions continue during paid maternity leave

Family Medical Leave (FMLA), eHealthsafe	
When	<ul style="list-style-type: none"> • Paperwork will be mailed to you at the start of your STD and again at the start of your paid maternity leave
How	<ul style="list-style-type: none"> • NO ACTION REQUIRED if your STD claim is approved, FMLA is approved <ul style="list-style-type: none"> ○ FMLA provides job protection during your leave ○ Paperwork is mailed to fulfill a legal requirement
Check	<ul style="list-style-type: none"> • ePayroll, eHealthSafe, My status update, FMLA Details <ul style="list-style-type: none"> ○ FMLA Block - Self case dates align with your STD ○ FMLA Block – Bonding dates align with your paid maternity leave
Return	<ul style="list-style-type: none"> • Confirm your return to work date with your manager

Other Reminders:	
Daycare	<ul style="list-style-type: none"> • Contact the Union Pacific Child Development Center prior to birth (402) 544-5439
Nursing	<ul style="list-style-type: none"> • Contact Meredith Comstock with building services to request badge access (402) 544-8582 • Contact your insurance provider to find out how to order a pump prior to delivery • Utilize Milk Stork for shipping/transporting breast milk
Support	<ul style="list-style-type: none"> • Moms who LEAD is here to support you during this exciting time! If you would like to be paired with a peer-mentor or be added to our Moms who LEAD teams channel, please email momswholead@up.com. Moms who LEAD is a sub-committee of the LEAD employee resource group.
Badge	<ul style="list-style-type: none"> • During paid maternity leave activate your badge
Cards	<ul style="list-style-type: none"> • Contact the card admin team if company cards don't automatically reactivate (402) 544-2273
Support	<ul style="list-style-type: none"> • Create a WRticket for Workforce Resources

Questions? [WRticket](#) to submit a ticket to Workforce Resources