

Paternity Leave Information and Checklist for Expectant Dads

15 - 30 Days Before Leave

<input type="checkbox"/>	Notify your supervisor of your need for a leave of absence and discuss your department policy for leave.
<input type="checkbox"/>	<p>Apply for Family Medical Leave (FMLA) Leave (If Applicable)</p> <p>Dads can apply for up to 12 weeks of Family Medical Leave (FMLA). This leave can be unpaid or taken concurrently with available unused vacation. Paid vacation does not need to be used prior to going on unpaid FMLA. For instructions on how to request an FMLA case for bonding leave, review the following Quick Reference Guide: http://home.www.uprr.com/emp/ec/attachments/HSC_Employees_FMLARequest_QRG.pdf. For frequently asked questions, please visit: http://home.www.uprr.com/emp/ec/life_family/maternity/faqs.shtml.</p> <p>As a nonagreement employee on block FMLA leave, you may be able to continue certain health and welfare coverage. To continue coverage you must inform the Union Pacific Human Resources Service Center (HRSC) and submit the required premium payments. A bill, along with payment instructions, will be mailed to you from the Union Pacific Accounts Receivable Department. Should you have questions regarding the continuation of health and welfare coverage, reference the Employee Flexible Benefits Guide for specific details. If you have an outstanding 401(k) loan, refer to the Thrift Plan Guide for full details. If you would like to obtain a copy of these documents or have other questions while on leave please call the HRSC at 877-275-8747, option 1.</p>

During Leave

<input type="checkbox"/>	<p>Confirm Your FMLA Bonding Leave Dates With the HRSC (If Applicable).</p> <p>It is important to notify the HRSC of your FMLA leave dates so your position can be protected. The HRSC can be reached at (877) 275-8747, option 1.</p>
<input type="checkbox"/>	<p>Report Life Event.</p> <p>Visit SAP no later than 30 days from the date of the birth add him or her to your benefit coverages (medical, dental, vision and life/AD&D insurance). You can do so by click on the "Employee" tab and the "My Benefits" sub-tab. You can also elect to participate in the Dependent Care Flexible Spending Account (DCFSA) if you are not already enrolled, or, if you are participating, you may update your DCFSA before-tax contributions. A copy of the child's birth certificate or a copy of the hospital "Congratulations Certificate" must be received within 45 days of your child's birth. Fax this documentation to the HR Service Center at (402) 233-2736 or email to hrsc@up.com.</p> <p><i>Please note: While on FMLA bonding leave, your system accesses will be shut off. To turn your system access on during this leave, please have your supervisor email dsaadm@up.com to remove the suspend status.</i></p>
<input type="checkbox"/>	<p>You also have the option to call MetLife at (866) 659-1377 if you would like to make changes to your life insurance policy, such as adding your child or purchasing additional life insurance coverage.</p>
<input type="checkbox"/>	<p>Advise the HR Service Center (HRSC) of your expected return to work date.</p> <p>It is important to notify the HRSC of your return to work date at least 2 days in advance so your access can be reactivated if necessary. The HRSC can be reached at (877) 275-8747, option 1.</p>
<input type="checkbox"/>	<p>Update your supervisor with any status changes or updates.</p> <p>Contact your supervisor if there are any applicable status changes or updates throughout the duration of your disability leave.</p>

After Leave

<input type="checkbox"/>	<p>Reactivate Company Cards</p> <p>Upon your return to work, contact Card Administration Services at (402) 544-2273 to ensure that your Business and Travel Services VISA card and Corporate Lodging Card are reactivated.</p>
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