

Short Term Disability (STD) Maternity Checklist



Maternity Leave Checklist & Reminders

MetLife, Short-Term Disability (STD) (888) 777-6806, Fax (800) 230-9531 www.metlife.com/mybenefits	
Who	<ul style="list-style-type: none"> Nonagreement employee with three or more months of service
When	<ul style="list-style-type: none"> At the time of delivery or up to 30 days in advance (if you delay filing an STD claim pay may be lost) * Must file within 14 calendar days of disability date
How	<ul style="list-style-type: none"> Call or visit ePayroll, click My Benefits, under Related Links click MetLife Click "File a 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

Railroad Retirement Board (RRB), Sickness Benefits (877) 772-5772 Fax (713) 405-2078 www.rrb.gov	
When	<ul style="list-style-type: none"> Print paperwork in advance but apply at the time of delivery or when STD begins File claim within 10 days of disability date 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
How	<ul style="list-style-type: none"> RRB.gov, form SI-1AB (mail form back to RRB) Complete form SI-3 online or may be mailed to you, confirm dates off work. Instructions RRB runs concurrently with STD and will end at time Paid Maternity Leave begins
Check	<ul style="list-style-type: none"> STD pay is NOT employer pay or sick pay (section D, question 20. A) To confirm your application for benefits is complete, contact the RRB Ineligible? Provide a copy of the denial letter to Leave Management email NAdisability@up.com
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

Report Your Life Event, ePayroll "My Benefits"	
When	<ul style="list-style-type: none"> No later than 30 days from the date of birth. To contact benefit team: Internal and External
How	<ul style="list-style-type: none"> Reporting Life Events 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

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Paid Maternity Leave (Up to 8 weeks following STD)	
How	<ul style="list-style-type: none"> Leave Management enters time for your paid maternity leave following the end of your STD claim. If you wish to split the paid maternity dates, please provide the dates to NADisability@up.com 10 days before your STD claim is set to expire or your paid maternity dates will automatically begin after the last day of your STD benefit. If you wish to split the paid maternity time, it must be completed by the end of the sixth month following the birth
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 the paid maternity you are no longer eligible for RRB sickness benefits Payroll deductions continue during paid maternity leave

Parental Leave (Up to 4 weeks, 28 days, following Paid Maternity Leave)	
When	<ul style="list-style-type: none"> As early as the day following Paid Maternity Leave and must be completed by the end of the sixth month from birth or placement
How	<ul style="list-style-type: none"> Notify your supervisor of your need for a leave of absence at least 30 days before leave (or as soon as possible if not foreseeable) Update timesheet to report Parental leave days. Within the SAP Time Entry Portal (TEP) > select Day(s) from the calendar > select "Other" > click on "Attendance/Absence" > within the drop down box scroll down and select "NA Parental Leave" > then click "Confirm"
Use	<ul style="list-style-type: none"> Parental leave can be used in one block of up to 28 days or if department flexibility is allowed it can be taken in multiple blocks, two week durations
Pay	<ul style="list-style-type: none"> The 28-day parental leave is paid 100% base pay Employees do not file Railroad Retirement Board sickness benefit during Parental leave or FMLA

Family Medical Leave (FMLA), eHealthSafe	
When	<ul style="list-style-type: none"> Paperwork will be mailed to you at the start of your STD
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

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Other Reminders:	
Daycare	<ul style="list-style-type: none">Omaha area employees have the option to contact the Union Pacific Child Development Center prior to birth (402) 544-5439 to reserve an infant spot, earlier the better
Nursing	<ul style="list-style-type: none">Contact the Manager Field Ops Support at the available work location to get accessContact your insurance provider to find out how to order a pump prior to deliveryUtilize 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.Caregiving solutions help you achieve a healthy work-life balance. Complete the Get started form or call (877) 585-7090 to connect with a Care Expert
Badge	<ul style="list-style-type: none">During paid maternity leave it is recommended to activate your badge
Cards	<ul style="list-style-type: none">Contact the card admin team if company credit cards don't automatically reactivate (402) 544-2273
Support	<ul style="list-style-type: none">Create a HRticket for Human Resources