



## Maternity Leave Checklist & Reminders

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

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

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

Paid Maternity Leave (Up to 6 weeks following STD)	
When	<ul style="list-style-type: none"> <li>• Directly following the end of the STD period</li> </ul>
How	<ul style="list-style-type: none"> <li>• Workforce Resources enters time for your paid maternity leave</li> <li>• 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"> <li>○ 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</li> </ul> </li> </ul>
Return	<ul style="list-style-type: none"> <li>• Confirm your return to work date with your manager</li> </ul>
Pay	<ul style="list-style-type: none"> <li>• Paid maternity leave is paid at your regular rate of pay</li> <li>• When receiving maternity pay you are no longer eligible for RRB sickness benefits</li> <li>• Payroll deductions continue during paid maternity leave</li> </ul>

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

Other Reminders:	
Daycare	<ul style="list-style-type: none"> <li>• Contact the <a href="#">Union Pacific Child Development Center</a> prior to birth (402) 544-5439</li> <li>• <a href="#">Bright Horizons Care Advantage</a> provides additional options</li> </ul>
Nursing	<ul style="list-style-type: none"> <li>• Contact Meredith Comstock with building services to request badge access (402) 544-8582</li> <li>• Contact your <a href="#">insurance provider</a> to find out how to order a pump prior to delivery</li> <li>• Utilize <a href="#">Milk Stork</a> for shipping/transporting breast milk</li> </ul>
Badge	<ul style="list-style-type: none"> <li>• During paid maternity leave <a href="#">activate your badge</a></li> </ul>
Cards	<ul style="list-style-type: none"> <li>• Contact the card admin team if company cards don't automatically reactivate (402) 544-2273</li> </ul>
Support	<ul style="list-style-type: none"> <li>• Create a <a href="#">WRticket</a> for Workforce Resources</li> </ul>

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