

Parental Leave Checklist

Management Employees



Parental Leave Checklist & Reminders

Request Parental Leave and Report Time	
Eligibility	<ul style="list-style-type: none"> Nonagreement and active status employees as of the event date that are employed by Union Pacific Corporation or Union Pacific Railroad Company
When	<ul style="list-style-type: none"> As early as the day of delivery or placement 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, additional FMLA bonding time is unpaid Employees do not file Railroad Retirement Board sickness benefit during Parental leave or FMLA

Report Your Life Event, ePayroll "My Benefits" – if you carry the insurance	
When	<ul style="list-style-type: none"> No later than 30 days from the date of birth
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" Submit the child's birth certification within 45 days of birth or placement through My Benefits. Questions, email hrsc@up.com
Check	<ul style="list-style-type: none"> Print the confirmation form at the end of the enrollment, check that baby is listed
Insurance	<ul style="list-style-type: none"> Call MetLife at (866) 659-1377 if you would like to make changes to your life insurance policy
	<ul style="list-style-type: none"> While on block FMLA following Parental Leave, you will continue certain health and welfare coverage(s). A bill, along with payment instructions, will be mailed to your home address on file. If you wish to revoke coverage, you must inform Union Pacific Employee Benefits. Should you have questions regarding the continuation of health and welfare coverage, reference the Flexible Benefits Guide for specific details. If you have an outstanding 401(k) loan and your monthly pay will be insufficient to cover your monthly loan payment, you are responsible to ensure your monthly loan payment is timely remitted. Refer to the UPC Thrift Summary Plan Description and Thrift Plan Disclosures for additional information. Submit a ticket to Human Resources with Questions. Internal webpage and External webpage

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Additional Block Family Medical Leave (FMLA), eHealthsafe, Following Parental Leave	
How	<ul style="list-style-type: none"> • Request FMLA Bonding Case and provide one of the following within 15 days <ul style="list-style-type: none"> ○ Provide birth certificate/announcement with birth date information and parent(s) name(s) ○ FMLA form 16874 Certification of Health Care Provider filled out by spouse's provider ○ Adoption information <ul style="list-style-type: none"> ❖ FMLA provides job protection during your leave ❖ Parental leave is part of employee's single block leave available under FMLA ❖ Paperwork is mailed to fulfill a legal requirement
When	<ul style="list-style-type: none"> • Paperwork will be mailed to you at the start of your FMLA request
Pay	<ul style="list-style-type: none"> • FMLA bonding is unpaid but can be taken concurrently with available unused vacation. Paid vacation does not need to be used prior to going on unpaid FMLA. To request vacation while on a block FMLA bonding leave call Payroll Services at 800-877-1010 to request payment of vacation in lieu
Time Entry	<ul style="list-style-type: none"> • Time should be reported first as Parental Leave (not to exceed the policy limit) and the residual block time will be updated in SAP by the Leave Management Team.
Return	<ul style="list-style-type: none"> • Confirm your return to work date with your manager

Other Reminders:	
Breast Pump	<ul style="list-style-type: none"> • Contact your insurance provider to find out how to order a pump prior to delivery
Daycare	<ul style="list-style-type: none"> • Omaha area employees – It is recommended to contact the Union Pacific Child Development Center prior to birth (402) 544-5439 if you would like to secure an infant spot.
Badge	<ul style="list-style-type: none"> • During parental leave and bonding, you may need to activate your badge before returning
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"> • 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. • Family First 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. • Create a HRTicket for Human Resources