

Parental Leave Information and Checklist

At least 30 Days Before Leave (or as soon as possible if not foreseeable)

<input type="checkbox"/>	Notify your supervisor of your need for a leave of absence
<input type="checkbox"/>	Update timesheet to report Parental leave
<input type="checkbox"/>	Apply for Family Medical Leave (FMLA) Parental leave will run concurrent with Family Medical Leave . Time should properly be reported as parental leave for up to 2 weeks. For instructions on how to request an FMLA case for bonding leave, review the FMLA Request quick reference guide: http://home.www.uprr.com/emp/ec/attachments/HSC_Employees_FMLARequest_QRG.pdf .
Benefits – Life Event	
<input type="checkbox"/>	Report Life Event Visit SAP no later than 30 days from the date of the birth/placement and 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 HR Services at (402) 233-2736 or email to hpsc@up.com .
<input type="checkbox"/>	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.
FMLA Leave Following Parental Leave (If Applicable)	
	Employees electing to take FMLA after exhausting Parental leave must take the leaves consecutively to create a single block leave. Time should properly be reported as parental leave for up to 2 weeks and the residual block time as FMLA. FMLA 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.
Benefit Coverage	
<input type="checkbox"/>	Inform HR Services and Submit Payments 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 HR Services 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 HR Services at 877-275-8747, option 1.
During FMLA Leave (If Applicable)	
<input type="checkbox"/>	Update your supervisor and HR Services with any changes to your leave Contact your supervisor and HR Services at 877-275-8747, option 1 if there are any changes to your leave.
After FMLA Leave (If Applicable)	
<input type="checkbox"/>	Reactivate Company Cards 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.