Maternity Leave Checklist & Reminders

MetLife, Short-Term Disability (STD) (888) 777-6806, Fax (800) 230-9531	
When	• Management employee with three months or more of service • At the time of delivery or up to 30 days in advance (if you delay filing an STD claim pay may be lost)
How	• Call or **ePayroll**, click My Benefits, under Related Links click MetLife • Click "File a disability claim" in the MetLife Disability Insurance section
Check	• 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	• MetLife will confirm the end date of the STD claim with you and Union Pacific
Pay	• 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

Report Your Life Event, ePayroll "My Benefits"	
When	• No later than 30 days from the birth, 45 days to upload documentation

How	• **ePayroll**, MyBenefits
	    ○ 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	• Print the confirmation form at the end of the enrollment, check that baby is listed

Railroad Retirement Board (RRB), Sickness Benefits (877) 772-5772	
When	• Print paperwork in advance but apply at the time of delivery • Ineligible? Provide a copy of the denial letter to Human Resources, **WRticket**
How	• **www.rrb.gov**, Benefits, Sickness, Downloadable Forms, form SI-1AB (mail form, provider may fax) • STD pay is NOT employer pay or sick pay (section D, question 20. A) • Complete form(s) SI-3, confirming dates off work ○ This form will be mailed to you by the RRB
Check	• To confirm your application for benefits is complete, contact the RRB
Return	• Confirm return to work date on form SI-3 ○ Use the date you begin paid maternity leave NOT your actual return to work date
Pay	• File right away 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

Questions? WRticket to submit a ticket to Human Resources

Paid Maternity Leave (Up to 8 weeks following STD)	
When	• Can start directly following the end of the STD period up to the end of the sixth month following the birth
How	• Human Resources enter time for your paid maternity leave ○ Maternity end can begin after last day of your STD benefit and must be completed by the end of the sixth month following the birth
Return	• Confirm your return to work date with your manager
Pay	• Paid maternity leave is paid at your regular rate of pay • When receiving maternity pay you are no longer eligible for RRB sickness benefits • Payroll deductions continue during paid maternity leave

Family Medical Leave (FMLA), eHealthsafe	
When	• Paperwork will be mailed to you at the start of your STD and again at the start of your paid maternity leave

How	• <u>NO ACTION REQUIRED</u> if your STD claim is approved, FMLA is approved
	    ○ FMLA provides job protection during your leave
	    ○ Paperwork is mailed to fulfill a legal requirement

Check	• ePayroll, eHealthSafe, My status update, FMLA Details
	    ○ FMLA Block - Self case dates align with your STD
	    ○ FMLA Block – Bonding dates align with your paid maternity leave

Return	• Confirm your return to work date with your manager

Other Reminders:	
Daycare	• Contact the Union Pacific Child Development Center prior to birth (402) 544-5439
Nursing	• Contact Meredith Comstock with building services to request badge access (402) 544-8582 • Contact your insurance provider to find out how to order a pump prior to delivery • Utilize Milk Stork for shipping/transporting breast milk
Support	• 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.
Badge	• During paid maternity leave activate your badge
Cards	• Contact the card admin team if company cards don't automatically reactivate (402) 544-2273
Support	• Create a WRticket for Human Resources

Questions? WRticket to submit a ticket to Human Resources