

Maternity Leave Information and Checklist for Expectant Moms	
30 - 60 Days Before Leave	
<input type="checkbox"/>	Contact MetLife, Union Pacific's Short-Term Disability (STD) administrator. Initiate a maternity disability case with MetLife by calling (888) 777-6806 or go online to https://mybenefits.metlife.com
<input type="checkbox"/>	Notify your supervisor of your need for a leave of absence.
<input type="checkbox"/>	Complete the Release of Information Form. MetLife will send you a Release of Information form. You should complete and return this form to MetLife. In many cases, physicians require the authorization form prior to releasing information. If MetLife is unable to obtain the necessary information on a timely basis, it could delay the decision or extension of your claim. This form is also available on the MetLife website at https://mybenefits.metlife.com and on the Union Pacific Employees' Site at: http://home.www.uprr.com/emp/ec/forms/std_ltd/index.shtml .
15 - 30 Days Before Leave	
<input type="checkbox"/>	Apply for FMLA Bonding Leave (If Applicable). If you intend to take leave extending beyond the time allowed for your disability leave, request an FMLA case for bonding leave. For instructions on how to request an FMLA case for bonding leave, review the following Quick Reference Guide: http://home.www.uprr.com/emp/ec/attachments/HSC_Employees_FMLARequest_QRG.pdf . For frequently asked questions, please visit: http://home.www.uprr.com/emp/ec/life_family/maternity/faqs.shtml . Complete and return the FMLA forms for bonding leave within 15 days of opening the FMLA case.
<input type="checkbox"/>	Make Arrangements to Pay for Benefit Premiums While on Unpaid Leave 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 (HRS) 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 HRS at 877-275-8747.
<input type="checkbox"/>	Request key to Mother's Room Onsite lactation rooms are available at the UP Center and the Harriman Dispatching Center. If you plan to breastfeed, contact Maggie Andrews at 402-544-3505 to obtain a key to one of the Mothers' Rooms.
During Leave	
<input type="checkbox"/>	Complete Family Medical Leave (FMLA) forms. An FMLA case will be created when your STD starts. This leave is for your own condition and will provide job protection in addition to the paid leave benefit of STD. Paperwork will be mailed to your home address, if you have not applied for bonding leave complete and return these documents within 15 days of the dated letter you receive. If you have questions regarding these documents, please call the HRS at (877) 275-8747.
<input type="checkbox"/>	Confirm Your FMLA Bonding Leave Dates With the HRS (If Applicable). It is important to notify the HRSC of your FMLA leave dates so your position can be protected. The HRSC can be reached at (877) 275-8747.
<input type="checkbox"/>	Complete the Attending Physician Statement (APS). MetLife will also send you an Attending Physician Statement (APS) form. Once your baby is born, instruct your treating physician(s) to complete this form with the required medical information that supports your claim. STD benefits are not payable until medical information to support your disability claim has been received by MetLife and your claim has been certified. Emphasize the importance of completing this form without delay to your physician(s). This form is also available on the MetLife website at https://mybenefits.metlife.com .
<input type="checkbox"/>	Apply for the Railroad Retirement Board (RRB) Sickness Benefit. To apply for the RRB Sickness Benefit, complete the SI-1AB form, which is available by calling the RRB at (877) 772-5772 or by going online to www.rrb.gov . You must apply for the RRB Sickness Benefit within 10 calendar days from the first day off of work. An application is considered filed on the day it is received by the RRB. If you file late, you may lose benefits.
<input type="checkbox"/>	Report Life Event. Visit SAP no later than 30 days from the date of the birth 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 the HR Services at (402) 233-2736 or email to hrsc@up.com . <i>Please note: While on FMLA bonding leave, your system accesses will be shut off. To turn your system access on during this leave, please have your supervisor email dsaadm@up.com to remove the suspend status.</i>
<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.
<input type="checkbox"/>	Update MetLife Case Manager with any status changes or updates. Contact your MetLife Case Manager if there are any applicable status changes or updates throughout the duration of your disability leave.
<input type="checkbox"/>	Update your supervisor with any status changes or updates. Contact your supervisor if there are any applicable status changes or updates throughout the duration of your disability leave.
<input type="checkbox"/>	Advise the HR Services (HRS) of your expected return to work date. It is important to notify the HRS of your return to work date at least 2 days in advance so your access can be reactivated if necessary. The HRS can be reached at (877) 275-8747.
After Leave	
<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.