

MATERNITY LEAVE PLANNER 2021

NAME	If you have any questions regarding your upcoming maternity leave, please contact the LOA Case Managers at LeaveOfAbsence@RA.Rockwell.com . For any specific benefit or leave questions, please reference http://raqickfind.com/ your one-stop benefit resource.
DUE DATE	

LEAVE OPTIONS

STARTING

ENDING

PRE-PARTUM SHORT TERM DISABILITY (PAID)

SHORT TERM DISABILITY (PAID)

FAMILY MEDICAL LEAVE ACT (FMLA - UNPAID)

PARENTAL LEAVE (PAID)

VACATION/FLOATING HOLIDAYS (PAID)

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
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JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
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*Use corresponding colors to indicate planned leave days by type.

For an example leave calendar, please see the last part of this document

Basic Leave Information

Short Term Disability (STD) – Short term disability is a paid leave that begins on the date that the baby is born or, if you opt to use the pre-partum option, it starts 2 weeks prior to the due date. STD runs concurrently with FMLA as they work hand-in-hand to protect your pay and your job while on leave. STD is 6 weeks long for a natural birth and 8 weeks long for a c-section. Those timelines can be extended if there are complications during or after pregnancy. The 2 week pre-partum option is separate from the 6 or 8 weeks aforementioned and does not deduct from those allowances. However, it does deduct from the 12 week FMLA allowance. While on STD, any company holidays that fall during that time will count against the total entitlement (for example, if New Years Eve and New Years day fall during STD, the STD will not be extended by 2 additional days)

Family & Medical Leave Act (FMLA) – FMLA is the job protection piece of maternity leave and up to 12 weeks can be used during and after pregnancy. The FMLA begins as soon as short-term disability begins whether that is pre- or post-partum. While on FMLA, any company holidays that fall during that time will count against the total entitlement. Upon return from leave, you may request any missed pay that is owed from the company holidays that fell during unpaid FMLA. If FMLA is taken on its own it is unpaid and thus healthcare premiums will not be taken out automatically since no paycheck will be distributed. In those cases, Hewitt will send a separate bill for premiums within 30 days of the beginning of the unpaid leave portion.

Parental Leave – Parental leave is a 4 week paid leave that is offered for new parents (both biological and adoptive parents are entitled to this benefit). New parents can begin to use their parental leave starting the date that the baby is born and until the baby's first birthday. Time off with this leave must be used a minimum of 1 week at a time but can be used as all 1 lump as well. Managers or employees should communicate HR Service Center (either via phone or Workday Help ticket) when parental leave needs to be added to an employee's record. To record parental leave, the employee will log into their Workday profile and select "Request Absence" in their Absence worklet and select "parental leave" as the reason code for days being requested.

Vacation – Vacation can be used to extend a maternity leave or cover the unpaid FMLA portions of a leave. Vacation does not roll over from one calendar year to another, just as with typical active employment. Vacation may not be used to supplement the disability portion of a leave (i.e. On the date of birth, STD begins and vacation cannot be used as a substitute).

Maternity Leave Checklist:

- ☐ Notify the Leave of Absence case management team at LeaveOfAbsence@RA.Rockwell.com up to 6 months prior to your due date
- ☐ If you are located in a location that offers expectant mother parking, contact the local coordinator to request a spot
- ☐ Open a claim with Prudential for your short-term disability claim up to 6 weeks prior to your due date by calling 800-842-1718
- ☐ Review and finalize leave plan with LOA case manager 1 month prior to due date
- ☐ Provide finalized leave plan to manager and any relevant team members as deemed appropriate
- ☐ Order breast pump through UHC (*if you are enrolled through UHC benefits*) up to 30 days prior to due date
- ☐ Within 48 hours after birth, contact Prudential to report the date of delivery
- ☐ Within 30 days of birth, add your child as a dependent on your healthcare coverage (*if you are enrolled through UHC benefits*)
- ☐ Within 30 days of birth, add your child as a beneficiary
- ☐ Upon your first day back to work, communicate to your LOA case manager so they can ensure all systems reflect your status as "active"
- ☐ Upon your return to work, review your location lactation room options and reserve times and dates that are convenient for you

EXAMPLE MATERNITY LEAVE PLANNER 2021

NAME EXAMPLE
DUE DATE JANUARY 25, 2021

If you have any questions regarding your upcoming maternity leave, please contact the LOA Case Managers at LeaveOfAbsence@RA.Rockwell.com. For any specific benefit or leave questions, please reference <http://raquickfind.com/> your one-stop benefit resource.

LEAVE OPTIONS

STARTING

ENDING

PRE-PARTUM SHORT TERM DISABILITY (PAID)	01-11-2021	01-22-2021
SHORT TERM DISABILITY (PAID)	01-25-2021	03-05-2021
FAMILY MEDICAL LEAVE ACT (FMLA - UNPAID)	05-25-2021, 09-07-2021, 11-22-2021	05-28-2021, 09-10-2021, 11-24-2021
PARENTAL LEAVE (PAID)	03-08-2021, 06-14-2021, 08-30-2021	03-19-2021, 06-18-2021, 09-03-2021
VACATION/FLOATING HOLIDAYS (PAID)	03-22-2021	03-26-2021

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