

## Paid Parental Leave Reminders and Responsibilities Checklist for Employees

The paid parental leave benefit highlights the state’s commitment to being a family-friendly workplace. This document provides state employees with helpful information related to the paid parental leave benefit, including all policies, procedures, frequently asked questions, and responsibilities related to utilizing this benefit. Be sure to collaborate with both your supervisor and your human resource representative to assure a smooth process.

### Review polices and FAQs related to paid parental leave:

<input type="checkbox"/>	<p><b>Read through each of the following policies and FAQs to understand how this benefit works:</b></p> <ul style="list-style-type: none"> <li>○ <a href="#">Parental Leave Policy and Procedure</a></li> <li>○ <a href="#">Parental Leave FAQs</a></li> <li>○ <a href="#">Pregnant Workers Fairness Act Policy and Procedures</a></li> <li>○ <a href="#">Family and Medical Leave Act (FMLA) Policy</a></li> <li>○ <a href="#">Family and Medical Leave Act FAQs</a></li> <li>○ <a href="#">Short Term Disability Claim Filing Checklist, Guidelines &amp; Activity Log</a></li> <li>○ <a href="#">Your Group Short Term Disability Plan</a></li> </ul>
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### Required forms that must be submitted in order to utilize paid parental leave:

<input type="checkbox"/>	<p><b>Paid Parental Leave Policy (Birthing, Non-birthing, and Adoptive Parents)</b></p> <ul style="list-style-type: none"> <li>○ <a href="#">Paid Parental Leave Request Form</a>- You can submit this form as soon as you share that you or your spouse are pregnant/expecting an adoption placement. Use the due date/placement date as the anticipated start date of the parental leave. The leave will be conditionally approved assuming that documentation of the birth/placement is provided within 30 days of the birth/placement.</li> <li>○ <b>Paid Parental Leave Schedule- Leave may be taken in 2 week increments and requested in advance.</b> You must submit this form when requesting to use parent leave intermittently. You must provide a breakdown of your anticipated usage of paid parental leave to your supervisor and human resources. This form must be submitted with your paid parental leave request form.</li> </ul> <p><b><i>** After notification to human resources that your child has been born/placed, you and your supervisor should receive a follow-up email from human resources to confirm your approved paid parental leave timeframe. This helps to assure the anticipated return to work date is clear for all parties.</i></b></p>
<input type="checkbox"/>	<p><b>Family and Medical Leave (FMLA), if eligible (Birthing and Non-Birthing Parents)</b></p> <ul style="list-style-type: none"> <li>○ <a href="#">FMLA Medical Certification for the birthing employee</a> You have <b>15 days</b> from the date the form is provided to you to return this information to your human resources representative.</li> <li>○ <a href="#">FMLA Medical Certification for non-birthing employee</a> You have 15 days from the date the form is provided to you to return this information to your human resources representative.</li> <li>○ <a href="#">Return to Work form for the birthing employee</a> This form or a doctor’s note listing a return to work effective date with or without restrictions must be provided prior to the end of the Paid Parental Leave timeframe in order to be eligible to return to work. If such certification is not received, your return to work may be delayed until the certification is provided.</li> </ul>

<input type="checkbox"/>	<p><b>Short-term Disability, if employee is the birthing parent</b></p> <ul style="list-style-type: none"> <li>○ File a <a href="#">Short-Term Disability claim</a> with Hartford <b>no later than your 15<sup>th</sup> day</b> out on leave.</li> <li>○ Sign and return the <a href="#">Employee Acknowledgment Notice</a> to your human resources representative <b>no later than the 15<sup>th</sup> day</b> out on leave.</li> </ul>
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<b>Additional forms and information that may be applicable/helpful:</b>
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<input type="checkbox"/>	To add your child to your benefits, please fill out and sign the <a href="#">Benefit Change Form</a> . HR will also need a copy of your child's birth certificate and social security card once you have received it. Once your benefits have been changed, your child's health benefits will be effective the day of birth. A form from the hospital showing he/she was born with a date of birth is acceptable until you receive the birth certificate and social security card. You have 30 days from birth/adoption placement to make the change to your benefits.
<input type="checkbox"/>	Here are <a href="#">additional resources</a> for expecting parents. This includes information on flexible spending account(s), and the <a href="#">Employee Assistance Program (EAP) ComPsych® Guidance Resources®</a> — a FREE program available exclusively for State of Delaware Group Health Plan non-Medicare members and their dependents, and much more.
<input type="checkbox"/>	Check out <a href="#">DE Thrives</a> , which has information on many of Delaware's maternal and child health efforts.
<input type="checkbox"/>	Provide any alternate contact information to your supervisor and human resources representative. You may not check your work email address while out on paid parental leave, but there may be a need to contact you solely related to the processing of your benefits.
<input type="checkbox"/>	Plan to meet with your supervisor before going out on leave, so that you receive clear guidance on what will happen during your absence, including how your work will be covered and what expectations there are for their return.
<input type="checkbox"/>	Document your anticipated return date and share it with your supervisor. Expect that your supervisor will check in with you two weeks prior to your anticipated return date to confirm the date of return. A supervisor may send any information related to the paid parental leave benefit to your state email address and/or any alternate contact information that you have provided.
<input type="checkbox"/>	Within the first week of your return from paid parental leave, plan to meet with your supervisor to discuss how to best transition back into the workflow.
<input type="checkbox"/>	Ask about the requests for reasonable accommodations available under the state's <a href="#">Pregnant Workers Fairness Act Policy and Procedures</a> . Reasonable accommodations can include acquisition of equipment for sitting, more frequent or longer breaks, periodic rest, assistance with manual labor, job restructuring, light duty assignments, modified work schedules, temporary transfers to less strenuous or hazardous work, time off to recover from childbirth, or break time and appropriate facilities for expressing breast milk
<input type="checkbox"/>	Be aware of postpartum depression: The signs may include persistent sadness, anxiety, changes in appetite, difficulty sleeping, or feelings of guilt or worthlessness. If you suspect you may be experiencing postpartum depression, don't hesitate to ask for help. The <a href="#">Postpartum Depression</a> Hotline is available by calling 1-800-944-4773 (4PPD).