

## Maternity Leave Check List

### Before you begin your maternity leave

- If applicable, contact your health plan provider to learn about any special maternity benefits. In some cases, you may be able to reduce the number of copays charged during prenatal care.
- Notify your supervisor or department chair about your leave plans 30 days or earlier if you plan to apply for FML for the care of a child on an intermittent basis.
- Review the AU Short Term Disability (STD) Information Sheet and AU Family and Medical Leave Act (FMLA) Information Sheets for details on our leave benefits.
- Staff members:** The short term disability plan has a required 14-day waiting period (equates to 10 work days). Sick leave will be used to satisfy this requirement. Any remaining sick leave will be used until it is exhausted. If you do not have enough sick leave to cover the waiting period, annual leave will be applied and if needed, donated leave will be requested on your behalf.
- Faculty members:** If you plan to take FML family leave after your short term disability period ends, you may be eligible to apply for a Modified Work Arrangement. For more information, the policy and online application can be found under Quick Links at: [www.american.edu/provost/academicaffairs/index.cfm](http://www.american.edu/provost/academicaffairs/index.cfm).
- Call Prudential any time before your due date at 1-877-367-7781 to open a short term disability (STD)/FML medical leave claim. Please note that Prudential will not begin to process your claim until 45 days before your due date. For more information on making the call, refer to the Prudential *Reporting an FMLA Absence or Disability* brochure in the myBenefits site under “Leave” and click on Maternity/Paternity.

### The baby is born and leave has begun

- When the baby is born, notify Prudential and AU’s FML-Disability team; you will be asked to provide the following information:
  1. Your last day at work
  2. Your first day out of work
  3. The date the baby was born
  4. The manner the baby was born (vaginal or c-section)
  5. The baby’s first and last name
- If applicable, cancel your AU parking benefits by contacting AU Parking and Traffic Services at x3111 or via email at [parking@american.edu](mailto:parking@american.edu).
- Turn off your recurring order for commuter benefits while on leave via [www.connectyourcare.com](http://www.connectyourcare.com) or by calling ConnectYourCare at 1-877-292-4040 for assistance.

- Within 30 days of the birth of your baby, go to the myBenefits site to make changes to your benefits and upload a proof of birth.

### **The baby is born and leave has begun (continued)**

- If you have plans to apply for FML family leave to care for your child after your short term disability benefit ends, notify Prudential and FML-Disability team. You will be required to provide a proof of birth to Prudential before the FML leave is approved.
- If you are taking unpaid FML family leave or Leave without Pay, you will need to remit payments for your benefits coverage in order to maintain coverage.
- Complete your timesheet, use STD during an approved disability leave and FMLA during an approved FML leave.

### **Making changes to your AU benefits**

- Refer to the Benefits Changes Guide for Birth and Adoptions located on the myBenefits site in the Maternity/Paternity section under the Leave tab.

### **Locating important information**

- Locating information referenced in this checklist is easy: Go to the myBenefits site and click on the options under the Leave tab.

### **Other Resources**

- Carefirst BCBS Members:** CareFirst's Great Beginnings program provides you with information and resources to help you have a healthy delivery. This program is free, voluntary and confidential. To enroll or to learn more, call 888-264-8648 or call CareFirst's customer service at 800-628-8549 for assistance.
- Kaiser Permanente Members:** Kaiser offers a number of resources. Visit [kp.org/pregnancy](http://kp.org/pregnancy) and also [kp.org/healthyliving/mas](http://kp.org/healthyliving/mas) for more information.
- Delta Dental:** Delta Dental provides you with a third cleaning while pregnant. Contact Delta Dental at 800-932-0783 for help with submitting the third cleaning claim.