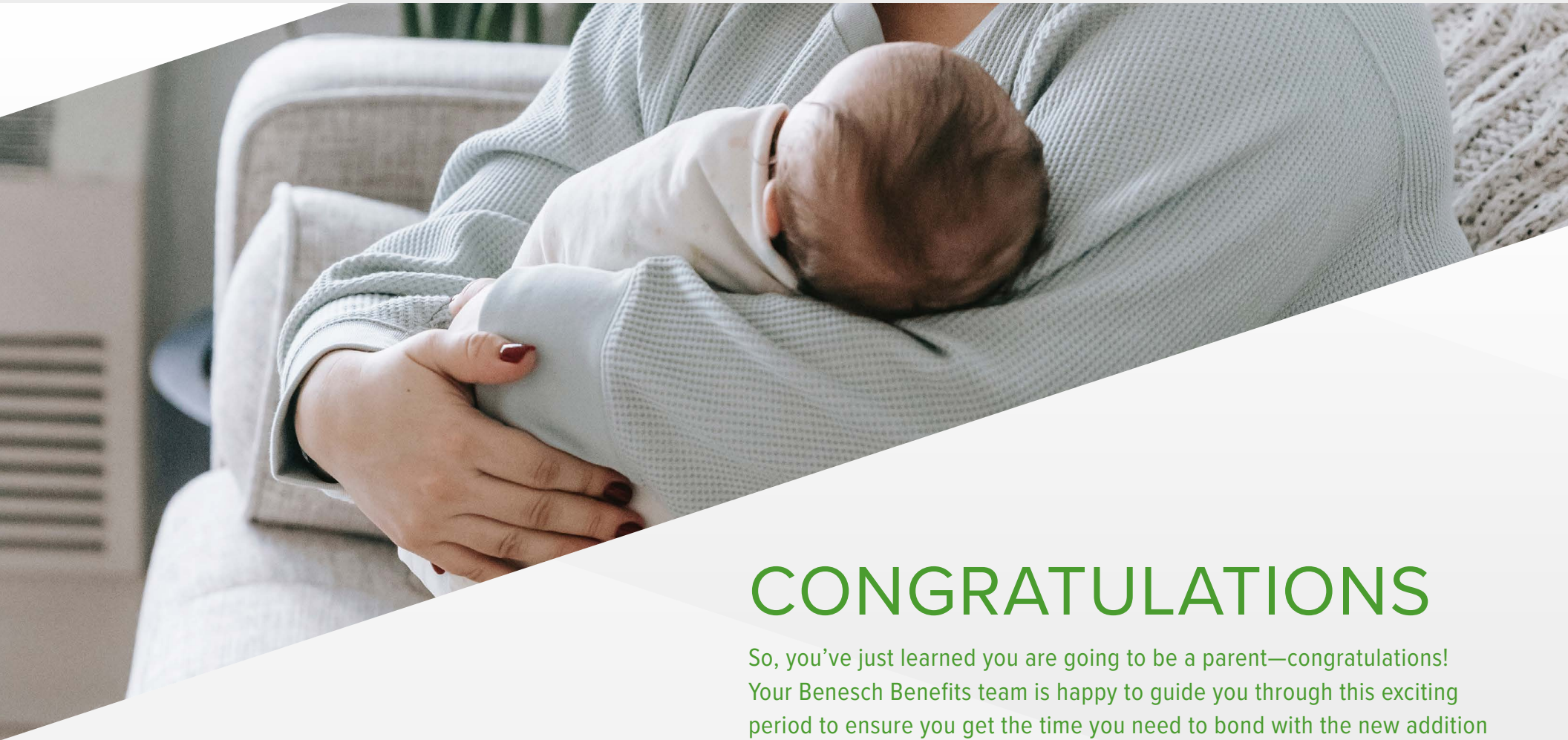




# YOUR GUIDE TO PARENTAL LEAVE

For Benesch Non-Birth Parents



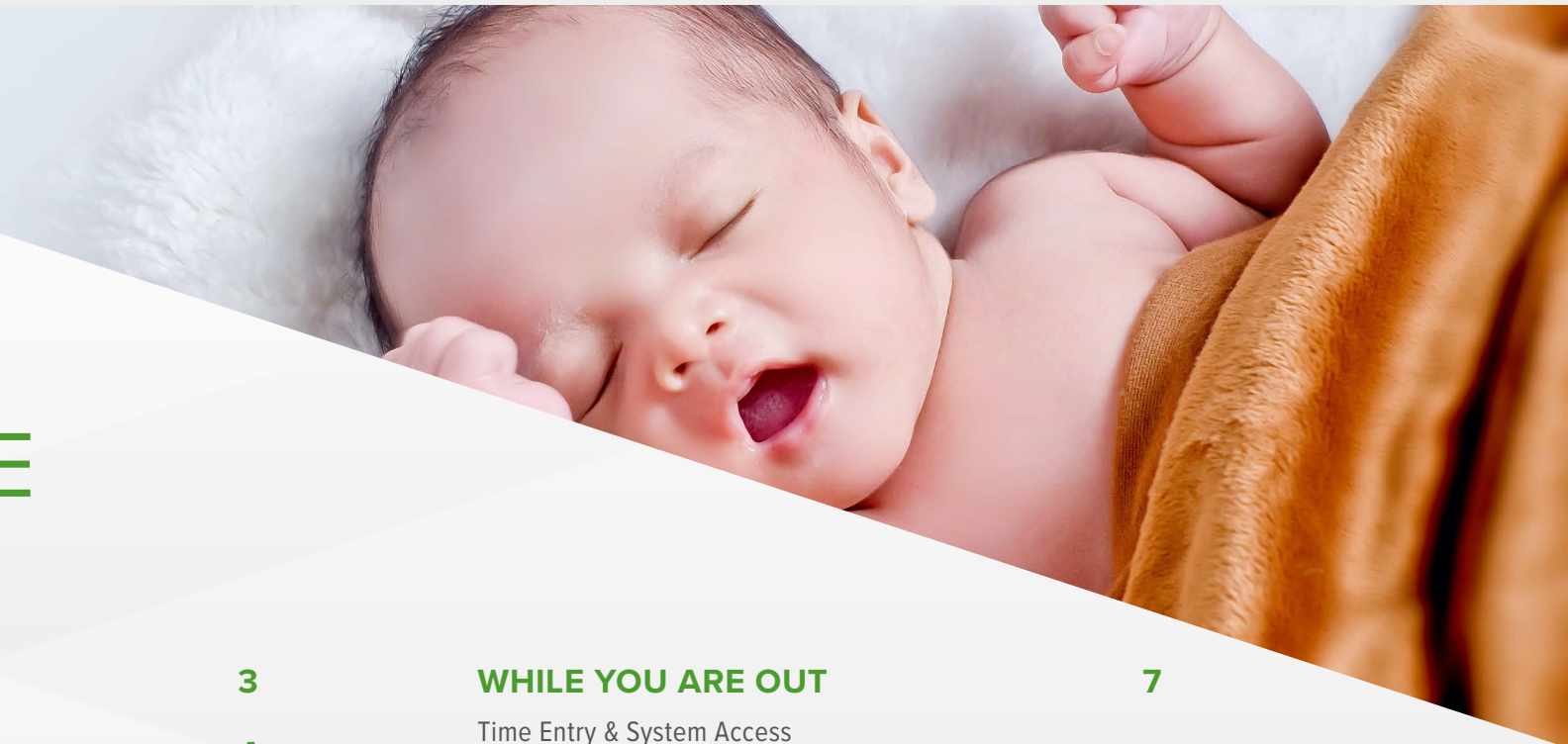
# CONGRATULATIONS

So, you've just learned you are going to be a parent—congratulations! Your Benesch Benefits team is happy to guide you through this exciting period to ensure you get the time you need to bond with the new addition to your family.

Inside, you will find a simple guide to parental leave, including how your leave works, steps you need to take, information on helpful tools and resources, and important contact information.

## **START EXPLORING**

Use the section links at the top of each page, bold links throughout the guide, or simply click on the arrows at the bottom of each page to navigate through the guide.



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# YOUR LEAVE PROGRAMS

Your leave may consist of a combination of the following:

## FMLA

If you have worked a minimum of 1,250 hours at Benesch for at least 12 months, you are eligible for Family Medical Leave Act (FMLA) leave. FMLA is a federal law that provides unpaid and job-protected leaves of absence for medical and/or family reasons. If you are eligible, your job or a comparable one will be held for you for up to 12 weeks. Additional protected time may be available depending on state regulations. FMLA runs concurrently with Parental Leave. Holidays will be paid while on approved FMLA. If not on approved FMLA, holidays will be paid for the first two weeks of your leave of absence. If you are not eligible for FMLA, you do not need to contact LFG but please inform the Benefits Team. You will still be eligible for Paid Parental Leave as long as the baby is born, adopted or foster placement occurs on or after your benefits effective date.

## PARENTAL LEAVE

If you are a benefits eligible employee, you are eligible for Paid Parental Leave as long as the baby is born, adopted or foster placement occurs on or after your benefits effective date. Parental leave consists of ten days (80 hours) of paid-time off for full-time employees. For part-time employees on the 24/32-hour work week, the time is pro-rated to 48 or 64 hours respectively. If parental leave time cannot be taken in a single continuous block of time, employees may elect to break-up this time, subject to the approval of their manager or supervisor within the first 12 weeks of your baby's birth, adoption of foster placement.

Parental leave can begin immediately following the birth of your baby, date of adoption or foster placement occurs and is paid at 100 percent of your base salary.

For twins or multiples, employees are eligible for 2 weeks of paid parental leave for each birth event regardless of the number of babies born. For example, if your spouse delivers twins, you will be eligible for 2 weeks of Paid Parental Leave.

For foster placement, employees are eligible for 2 weeks of paid parental leave for each foster placement regardless of the number of children placed. Paid Time Benefits (PTB) accruals will not be affected, and holidays will be paid while on approved Parental Leave. Parental leave is a form of income replacement and runs concurrently with FMLA, when applicable.

## PERSONAL LEAVE OF ABSENCE

If you wish to take additional time off after parental leave, you may request to take Paid Time Benefits (PTB). If this time is exhausted, then the time is unpaid. During unpaid leave, if not on approved FMLA, PTB time does not accrue. If not on approved FMLA, holidays will be paid for the first two weeks of your leave of absence. If your leave is in an unpaid status, you will be responsible for paying your missed benefit premiums.

## STATE-MANDATED LEAVE

FMLA also allows states to set standards that are more expansive than the federal law, and many states have chosen to do so. Any additional state-provided benefits will be administered in accordance with state laws. Parental leave will also coordinate with any applicable jurisdictional paid parental or family leave you may receive. If you live in a state with paid leave benefits, Lincoln Financial Group will advise you on where and how to file for that benefit.

## How It All Ties Together

As the following illustration demonstrates, you are eligible for two weeks of paid time off at 100% of your base salary. You are also eligible for up to 12 weeks of job-protected leave.



# LEAVE OF ABSENCE PARTNER

## OUR LEAVE OF ABSENCE PARTNER

**Benesch leave of absences are administered by Lincoln Financial Group (LFG).**

Lincoln Financial Group (LFG) is available 24 hours a day, 7 days a week, and offers employees direct access to claims/leave resources and information.

You can easily report a claim/leave and check its status through [MyLincolnPortal.com](https://www.mylincolnportal.com) (first-time users must register using Company Code: **AlfredBenesch**) or **888.408.7300**. (Mon-Fri 8am-8pm EST)

**Filing a leave of absence with Lincoln Financial is easy—here's what you can expect:**

- Request a leave with Lincoln Financial.
- Lincoln Financial will send you a FMLA acknowledgement letter within two days of receiving your leave request. The letter will include your FMLA Rights & Responsibilities.
- Once your baby is born, or adoption or foster placement occurs, contact Lincoln Financial Group within two days so that they can approve your leave.
- Lincoln Financial will then approve your claim and notify Benesch Benefits.



# THE LEAVE PROCESS & CHECKLIST

## STEP 1: NOTIFY BENESCH BENEFITS AND YOUR SUPERVISOR.



### Prior To Your Leave

- Inform your supervisor of your expected leave of absence.
- Contact Lincoln Financial Group to file for a leave of absence.



### During Your Leave

- Once your baby is born, or adoption or foster placement occurs, contact Lincoln Financial Group within two days so that they can approve your leave.
- Enter the Paid Parental Leave code in Deltek Vantagepoint. Please charge 25.xx (xx being your Division number).
- Go to: <https://workforcenow.adp.com> >Benefits>Enrollment>Report a Life Change to add your baby to your benefits. You have 30 days from the baby's birth date, adoption or foster placement to do so. You will need to upload proof of birth—hospital documentation (such as the document with the baby's footprints) is sufficient proof—when adding your baby to coverage. If adding baby/child due to adoption or foster placement, please upload adoption or foster placement documentation.



### Prior To Your Return to Work

- Notify Lincoln Financial Group of your return-to-work date.
- Inform your supervisor of your return-to-work date.



### After You Return to Work

- The Benefits Team will reach out to you if you had any missed benefit premiums and figure out a schedule to collect those premiums through payroll deductions.
- Review your beneficiaries for life insurance and 401(k) at <https://workforcenow.adp.com> and Health Savings Account (HSA) at [www.chard-snyder.com](http://www.chard-snyder.com).
- Go to: <https://workforcenow.adp.com> to review your tax withholdings on your W-4s in case you would like to make changes.
- You may update your beneficiaries and/or tax withholdings at any time after the birth of your child.

# WHILE YOU ARE OUT

The following is a high-level overview of important points to consider while you are out on leave.

## TIME ENTRY & SYSTEM ACCESS

- Enter your time through your last day worked if possible.
- Enter the Paid Parental Leave time in Deltak Vantagepoint (Please charge 25.xx (xx being your Division number) or email [Benefits@Benesch.com](mailto:Benefits@Benesch.com) to enter it for you.
- You will not lose access to the Benesch network and company email while on leave. However, you should not work while you are out.

## SUBMITTING EXPENSES

Please make every effort to submit your expenses incurred prior to your leave date, if possible. You should not be incurring expenses while on leave, and you should discuss with your manager any expenses you believe you may incur during your leave of absence.

## ADDING BABY TO BENEFITS

Please go to [workforcenow.adp.com](http://workforcenow.adp.com) >Benefits>Enrollment>Report a Life Change to add your baby to your benefits. You have 30 days from the baby's birth date, adoption or foster placement to do so. You will need to upload proof of birth—hospital documentation (such as the document with the baby's footprints) is sufficient proof—when adding your baby to coverage. If adding baby/child due to adoption or foster placement, please upload adoption or foster placement documentation.

## MISSED BENEFIT PREMIUMS

If you plan to take any unpaid leave, and are not able to cover benefit premiums, the Benefits Team will keep track of what you owe while you are out on leave and when you return from leave of absence, we will let you know the balance due. We can then divide the balance over several pay periods to be recouped in addition to your normal benefit deductions on each paycheck.

## HEALTHCARE FSA & HSA

Breast pumps and supplies that assist lactation are eligible for reimbursement under the Healthcare Flexible Spending Account (FSA) and Health Savings Account (HSA). Note: This does not include the costs of excess bottles for food storage.



# HEALTHCARE TOOLS & RESOURCES

If you are enrolled in one of Benesch's medical plans, you have access to helpful tools and resources through your plan's carrier. The following is a high-level overview of what is available

## BLUE CROSS® BLUE SHIELD® OF ILLINOIS (BCBSIL)

### Doctor & Hospital Finder

This tool helps you search for providers in your plan's network. Log into [www.bcbsil.com/member](http://www.bcbsil.com/member) to start your search.

### Women's and Family Health, Pregnancy and Parenting Support

If you are preparing to start a family or add to the one you already have, you should prepare as much as you can. Blue Cross and Blue Shield of Illinois (BCBSIL) has tools to help you – at no extra cost to you.

- **Ovia Health™** apps are for tracking pregnancy cycle, pregnancy and baby's growth. The apps are available in English and Spanish\*, and provide videos, tips, coaching and more.
- **Ovia Fertility:** Track your cycle and predict when you are more likely to get pregnant.
- **Ovia Pregnancy:** Monitor your pregnancy and baby's growth week by week leading up to your baby's due date.
- **Ovia Parenting:** Keep up with your child's growth and milestones from birth through three years old.
- **Well onTarget®** has self-guided courses about pregnancy that you can take online, covering topics such as healthy foods, body changes and labor
- If your pregnancy is high-risk, BCBSIL will provide support from maternity specialists to help you care for yourself and your baby. Having a baby changes everything, so use these tools to help you get ready.

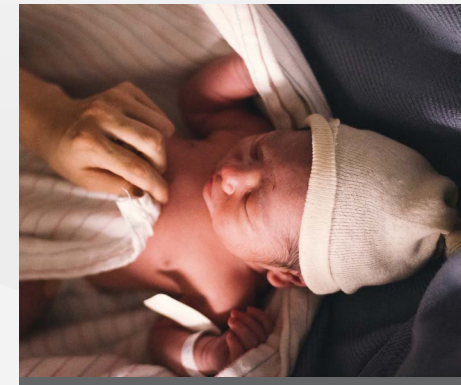
Download any of the Ovia Health apps from the Apple App Store or Google Play. During sign-up, make sure to choose "I have Ovia Health as a benefit." Then select BCBSIL as your health plan and enter your employer name (optional). Also, visit [wellontarget.com](http://wellontarget.com) to explore our online courses. Please call **888-421-7781** if you have questions or want to learn more. (See flyer on [Benefits Connection](#))

### Breastfeeding Support

BCBSIL offers comprehensive lactation support and counseling from trained providers and access to breastfeeding supplies for pregnant and nursing women covered under preventative care. See flyer on [Benefits Connection](#) for more information. Note that electric breast pumps are limited to one per benefit period. To take advantage, call BCBS Customer Service at **800.458.6024**.

### It Pays to Use In-Network Providers

Benefit plans develop networks by contracting with doctors, hospitals, labs, and other providers that have agreed to provide healthcare services to members at negotiated—or discounted—rates. You'll generally pay less out of pocket when you use providers in your plan's network.





# ADDITIONAL SUPPORT

## EMPLOYEE ASSISTANCE PROGRAM

Benesch's confidential employee assistance program (EAP) is available to all employees through ComPsych. EAP consultants can help find local solutions and helpful resources on the following topics:

- Childcare and after-school programs
- Schools, educational services, and special needs programs
- Expectant and new parenting
- Parenting classes
- Wills and estate planning
- Confidential counseling (Stress, anxiety as a new parent, postpartum depression, relationship changes as a growing family)

For more information:

- Phone consultations: **800.272.7255**; unlimited calls, 24/7
- Your company Web ID: **COM589**
- Online tools and resources: visit [www.guidanceresources.com](http://www.guidanceresources.com)





## IMPORTANT CONTACTS

Below is contact information for the Benesch Benefits Team and our service providers.

Contact	Email & Web Address	Phone Number
Benesch Benefits Mailbox	<a href="mailto:benefits@benesch.com">benefits@benesch.com</a>	N/A
Lincoln Financial Group	<a href="http://MyLincolnPortal.com">MyLincolnPortal.com</a>	(888) 408-7300
BCBSIL Customer Service	<a href="http://bcbsil.com">bcbsil.com</a>	(800) 458-6024
Women's and Family health Pregnancy and Parenting Support	<a href="http://bcbsil.com">bcbsil.com</a>	(800) 458-6024
ComPych (Employee Assistance Program)	<a href="http://guidanceresources.com">guidanceresources.com</a>	(800) 272-7255
ADP	<a href="http://workforcenow.adp.com">workforcenow.adp.com</a>	N/A
Benefits Connection	<a href="http://benesch.eebenefits.info">benesch.eebenefits.info</a>	N/A