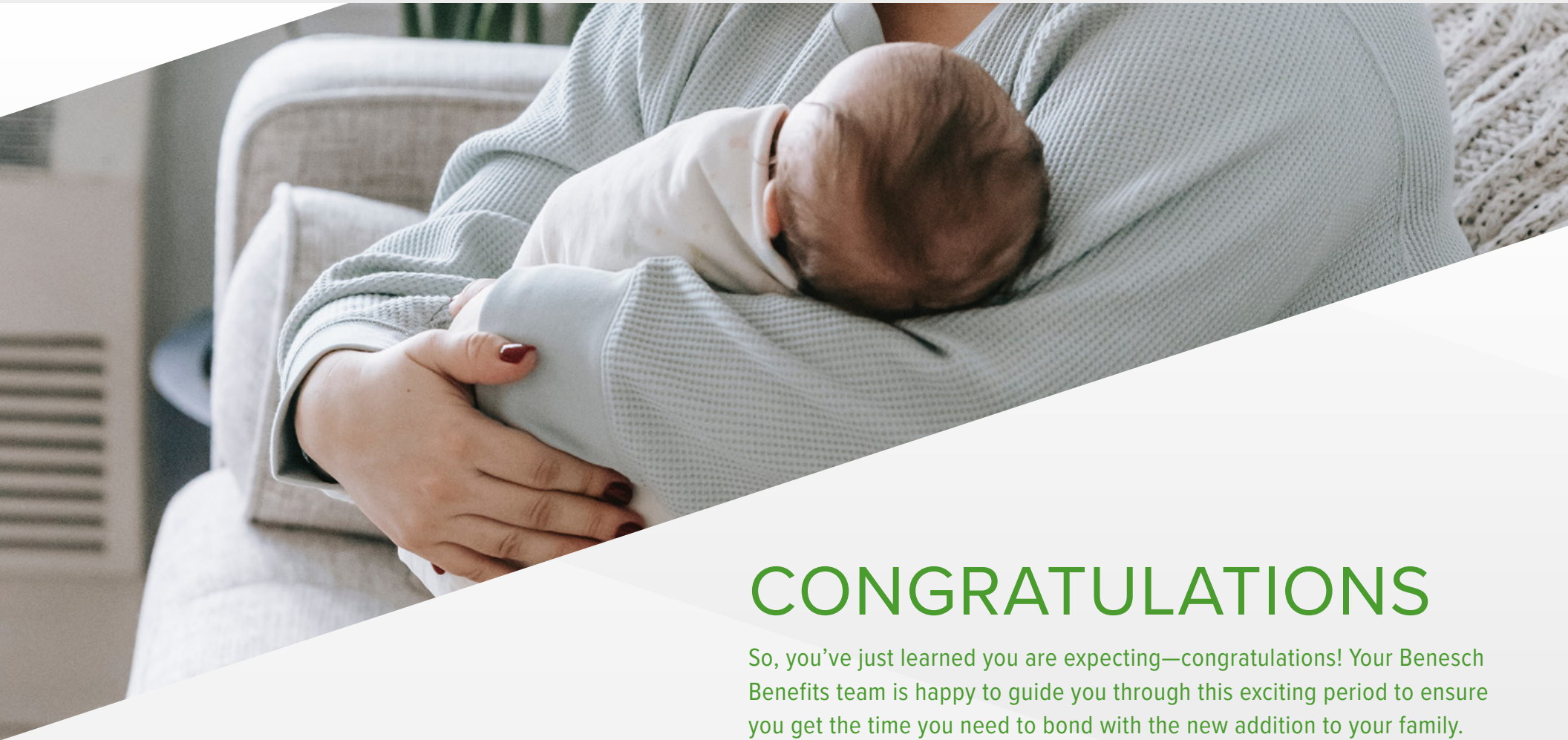




# YOUR GUIDE TO PARENTAL LEAVE

For Benesch Birth Mothers



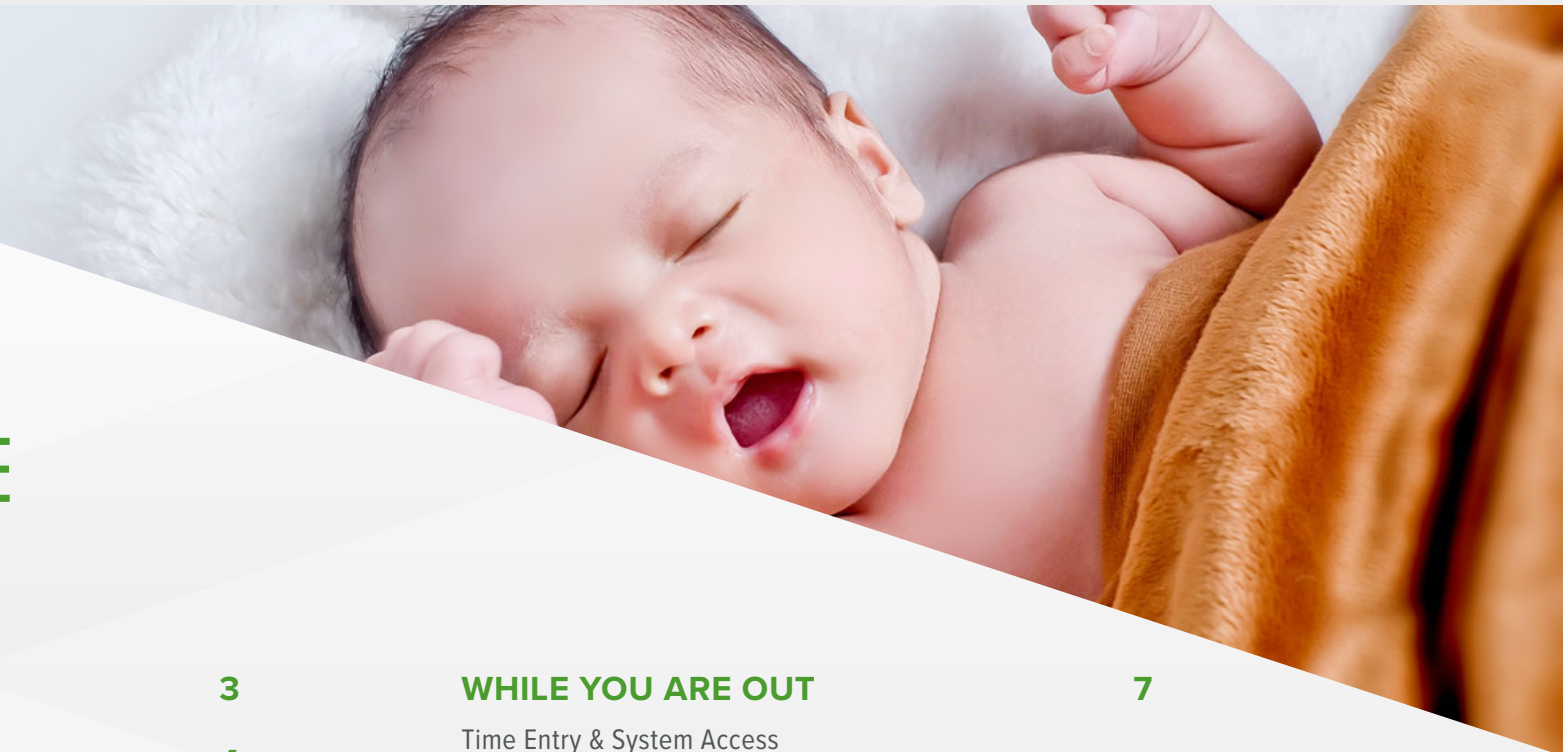
# CONGRATULATIONS

So, you've just learned you are expecting—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. If you are expecting a child and are not the birth mother, please reference the Parental Guide for Non-Birth Parents.

## **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 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 Short-Term Disability and Parental Leave. Paid Time Benefits (PTB) accruals will not be affected if on approved FMLA. Holidays will be paid while on approved FMLA. If you are not eligible for FMLA, but you are benefits eligible, you will be eligible for Short Term Disability and Paid Parental Leave as long as the baby is born on or after your benefits effective date.

## SHORT-TERM DISABILITY (STD)

If you are a Benefit Eligible employee, STD coverage is provided at no cost to you as of your benefits effective date. If your STD claim is approved, STD will begin on the date of birth or first date of medical complications, whichever comes first. The first week of STD is known as the waiting period. The waiting period (5 business days) is paid with any available Paid Time Benefits (PTB) time. STD is paid at 66.67 percent of your base salary up to a maximum of \$1,750 weekly for the first 90 days of approved disability. However, for pregnancies, six weeks is typically approved for a vaginal delivery and eight weeks is approved for a cesarean section. STD is a form of income replacement and runs concurrently with FMLA, when applicable.

Benesch pays for your STD enrollment of 66.67% of your salary up to a maximum of \$1,750 weekly. If you would like to be made whole while on STD leave, we can enter PTB hours (if available) each week.

PTB accruals will not be affected on approved STD. Holidays will be paid while on STD. Please note that STD payments will be made directly through Lincoln Financial Group and not through Benesch Payroll, so if you do not use some PTB in conjunction with STD you

will be unpaid from Benesch. If you are enrolled in Benesch benefits, we will not be able to deduct for your bi-weekly benefit premiums if you are unpaid from Benesch. If you were paid STD, Lincoln Financial Group will provide a W-2. W-2 forms are mailed to employees by January 31 each year.

## PARENTAL LEAVE

As a birth mother, you are eligible for paid parental leave. 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 6 months of your baby's birth. Parental leave can begin immediately following STD 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 you deliver twins, you will be eligible for 2 weeks of Paid Parental Leave. 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

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 and employees will not receive holiday pay. If your leave is in an unpaid status, you will be responsible for paying your missed benefit premiums.

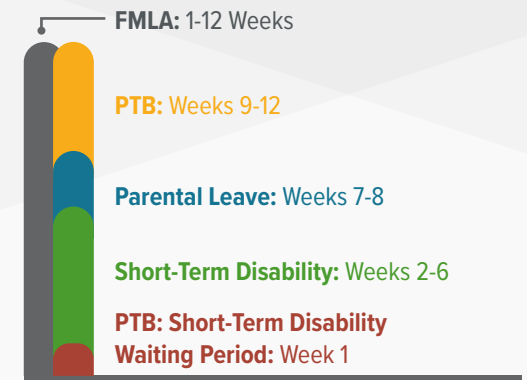
## STATE-MANDATED LEAVE

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. Lincoln Financial Group will administer your state-mandated leave if you live in one of the following states: CO, CT, MA, NY, NJ. For any other state specific leaves, please contact the state directly. This leave will run in conjunction with any other leave types you may be eligible for. State paid benefits will be paid to you by Lincoln Financial Group. PTB should not be entered on your timesheet while on a state paid leave of absence. If you wish to be made "whole" with PTB after payment from LFG has been made, please provide proof of payment to [benefits@benesch.com](mailto:benefits@benesch.com). If you are unsure if your state offers state paid benefits, Lincoln Financial will be able to inform you when you contact them.

## How It All Ties Together

As the following illustration demonstrates, you are eligible for a combined total of 8 weeks of paid time off at 66.67 % and 100% of your base salary. (You may be eligible for an additional two weeks of paid time off for a cesarean delivery.)



# 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 acknowledgment letter within two days of receiving your leave request. The letter will include your FMLA Rights & Responsibilities.
- Once your claim has been assigned, a case manager will reach out to you within a few days of your expected first day out.
- Contact Lincoln Financial within 48 hours after you deliver and provide them with your last day worked, delivery date, delivery type and hospital admission date.
- Lincoln Financial will then approve your claim and notify Benesch Benefits.
- After Short Term Disability (STD) ends, you will receive another FMLA acknowledgment letter for the bonding portion of your leave.



# THE LEAVE PROCESS & CHECKLIST

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



### Prior To Your Leave

- Inform Benesch Benefits and your Supervisor of your expected leave of absence.
- Contact Lincoln Financial Group to file for a leave of absence.
- Inform Benesch Benefits if you would like any PTB time entered during the STD period. (PTB should not be entered when you are on a state paid leave of absence.)



### During Your Leave

- Once you give birth, contact Lincoln Financial Group within two days to have your STD approved.
- Enter your 5-day Short Term Disability waiting period as PTB in Deltek Vantagepoint or email [Benefits@Benesch.com](mailto:Benefits@Benesch.com) to enter PTB once the baby is born.
- Go to: [workforcenow.adp.com](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 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.



### Prior To Your Return to Work

- Notify Lincoln Financial Group of your return-to-work date.
- Inform your supervisor and Benesch Benefits of your return-to-work date.
- If you will be breastfeeding and need to pump while at work, contact your local Office Manager to arrange an appropriate space (e.g., wellness or conference room) for you.



### 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 [workforcenow.adp.com](https://workforcenow.adp.com) and Health Savings Account (HSA) at [chard-snyder.com](https://chard-snyder.com).
- Go to: [workforcenow.adp.com](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.
- If you were paid STD, Lincoln Financial Group will provide a W-2. W-2 forms are mailed to employees by January 31 each year.

# 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

- When on leave of absence, you do not need to make any time entries, but you still have access.
- Enter your time through your last day worked, if possible.
- Enter your 5-day Short Term Disability (STD) waiting period, if possible.
- If you are unable to enter your PTB for the STD waiting period, prior to going on leave, email [Benefits@Benesch.com](mailto:Benefits@Benesch.com) and the team can enter it for you.
- If you are taking PTB in conjunction with STD, to make you whole, Benesch Benefits will enter this for you if you informed them to.
- PTB should not be entered on your timesheet while on a state paid leave of absence. Your timesheet should remain blank. If you wish to be made “whole” with PTB after payment from LFG has been made, please provide proof of payment to [Benefits@Benesch.com](mailto:Benefits@Benesch.com).
- If STD is ending and you want to start the Paid Parental leave portion, you can enter this time in Deltek 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 supervisor 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 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.

## 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 [bcbsil.com/member](https://bcbsil.com/member) to start your search.

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

Whether you are pregnant or planning to get pregnant, 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.

- **Well on Target®** 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.

Visit [wellontarget.com](https://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.



# HEALTHCARE TOOLS & RESOURCES (CONT.)

## HINGE HEALTH

### Join the Women's Pelvic Health Program

Get personalized pelvic floor care at no cost to you and your covered dependents (18+).

#### What's your pelvic floor?

Your pelvic floor is the group of muscles supporting the bladder, uterus and bowel. Pregnancy, menopause, injury or other conditions can sometimes weaken those muscles resulting in pain, bladder control issues and more.

#### Why join?

- Get personalized exercise therapy for pregnancy and postpartum, bladder control, pelvic muscle strengthening or pelvic muscle relaxation.
- Work 1-on-1 with a clinical care team that specializes in pelvic floor care.
- Exercise from the privacy of your own home, on your schedule.

To learn more and apply, scan the QR code or visit [hinge.health](https://hinge.health).



Questions? Call (855) 902-2777



# ADDITIONAL SUPPORT

## EMPLOYEE ASSISTANCE PROGRAM

Benesch's confidential employee assistance program (EAP) is available to all employees through ComPsych, offering five free counseling sessions per issue per year for you and all of your household family members. 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 [guidanceresources.com](https://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
Hinge Health	<a href="http://hingehealth.com">hingehealth.com</a>	(855) 902-2777
Benefits Connection	<a href="http://benesch.eebenefits.info">benesch.eebenefits.info</a>	N/A