Maternity Leave Checklist & Reminders

MetLife, Short-Term Disability (STD) (888) 777-6806, Fax (800) 230-9531 www.metlife.com/mybenefits	
Who	• Nonagreement employee with three or more months of service
When	• At the time of delivery or up to 30 days in advance (if you delay filing an STD claim pay may be lost) * Must file within 14 calendar days of disability date
How	• Call or visit ePayroll, click My Benefits, under Related Links click MetLife • Click "File a claim" in the MetLife Disability Insurance section
Check	• Click "Check the status of claim" on the MetLife website or call • The claim must be APPROVED to receive pay for the STD period
Return	• MetLife will confirm the end date of the STD claim with you and Union Pacific
Pay	• Regular rate pay – RRB sickness benefit = STD Pay (for approved claims) • STD pay drops from 100% to 75% after either 9, 13 or 18 weeks based on your years of service

Railroad Retirement Board (RRB), Sickness Benefits (877) 772-5772 Fax (713) 405-2078 www.rrb.gov	
When	• Print paperwork in advance but apply at the time of delivery or when STD begins • File claim within 10 days of disability date or risk forfeiting a portion of STD pay • Following a seven day waiting period benefits are paid every two weeks • Benefits stop when you begin receiving paid maternity leave
How	• RRB.gov, form SI-1AB (mail form back to RRB) • Complete form SI-3 online or may be mailed to you, confirm dates off work. Instructions • RRB runs concurrently with STD and will end at time Enhanced Maternity Leave begins
Check	• STD pay is NOT employer pay or sick pay (section D, question 20. A) • To confirm your application for benefits is complete, contact the RRB • Ineligible? Provide a copy of the denial letter to Leave Management email NAdisability@up.com
Return	• Confirm return to work date on form SI-3 o Use the date you begin paid maternity leave NOT your actual return to work date

Report Your Life Event, ePayroll "My Benefits"	
When	• No later than 30 days from the date of birth. To contact benefit team: Internal and External

How	• Reporting Life Events
	• ePayroll, MyBenefits
	    o Click "report new life event" and create new dependent
	    o Add dependent to the insurance by placing a check mark next to their name
	    o May also enroll in the Dependent Care Flexible Spending Account or change amounts
	    o Click on the MetLife link to change life insurance coverages and/or add baby
	• Upload a copy of the birth certificate or the hospital "Congratulations Certificate"

Check	• Print the confirmation form at the end of the enrollment, check that baby is listed

Paid Maternity Leave (Up to 8 weeks following STD)	
How	• Leave Management enters time for your enhanced maternity leave following the end of your STD claim. If you wish to split the enhanced maternity dates, please provide the dates to **NAdisability@up.com** 10 days before your STD claim is set to expire or your enhanced maternity dates will automatically begin after the last day of your STD benefit. • If you wish to split the enhanced maternity time, it must be completed by the end of the sixth month following the birth
Return	• Confirm your return to work date with your manager
Pay	• Paid maternity leave is paid at your regular rate of pay • When receiving enhanced maternity pay you are no longer eligible for RRB sickness benefits • Payroll deductions continue during paid maternity leave

Parental Leave (Up to 4 weeks, 28 days, following Paid Maternity Leave)	
When	• As early as the day following Paid Maternity Leave and must be completed by the end of the sixth month from birth or placement
How	• Notify your supervisor of your need for a leave of absence at least 30 days before leave (or as soon as possible if not foreseeable) • **Update timesheet** to report Parental leave days. Within the SAP Time Entry Portal (TEP) > select Day(s) from the calendar > select "Other" > click on "Attendance/Absence" > within the drop down box scroll down and select "NA Parental Leave" > then click "Confirm"
Use	• Parental leave can be used in one block of up to 28 days or if department flexibility is allowed it can be taken in multiple blocks, two week durations
Pay	• The 28-day parental leave is paid 100% base pay • Employees do not file Railroad Retirement Board sickness benefit during Parental leave or FMLA

Family Medical Leave (FMLA), eHealthSafe	
When	• Paperwork will be mailed to you at the start of your STD

How	• NO ACTION REQUIRED if your STD claim is approved, FMLA is approved
	   o FMLA provides job protection during your leave
	   o Paperwork is mailed to fulfill a legal requirement

Check	• **ePayroll**, eHealthSafe, My status update, FMLA Details
	   o FMLA Block - Self case dates align with your STD
	   o FMLA Block – Bonding dates align with your paid maternity leave

Return	• Confirm your return to work date with your manager

Other Reminders:	
Daycare	• Omaha area employees have the option to contact the **Union Pacific Child Development Center** prior to birth (402) 544-5439 to reserve an infant spot, earlier the better
Nursing	• Contact the Manager Field Ops Support at the available **work location** to get access • Contact your **insurance provider** to find out how to order a pump prior to delivery • Utilize **Milk Stork** for shipping/transporting breast milk
Support	• Moms who LEAD is here to support you during this exciting time! If you would like to be paired with a peer-mentor or be added to our Moms who LEAD teams channel, please email **momswholead@up.com**. Moms who LEAD is a sub-committee of the LEAD employee resource group. • **Caregiving solutions** help you achieve a healthy work-life balance. Complete the Get started **form** or call (877) 585-7090 to connect with a Care Expert
Badge	• During paid maternity leave it is recommended to **activate your badge**
Cards	• Contact the card admin team if company credit cards don't automatically reactivate (402) 544-2273
Support	• Create a **HRticket** for Human Resources