



Expectant Parent Checklist

Prior to Leave

- Familiarize yourself with the leave policies and check your balances of Sick, Vacation, and Personal Leaves. [See Standardized Policies](#)
- If you are eligible for FML, submit a request for FML through [PeopleSoft® Self Service](#). [View Quick Steps for submitting an FML >](#)
- If you are the birth parent, submit application for the State's Disability Plan to JWF Specialty Company. [See Disability Forms >](#)
- Gather documentation supporting placement of child with you by adoption or foster care or medical documentation concerning pregnancy/childbirth and submit promptly.
- Review your insurance plan(s) and become familiar with coverage and authorization requirements.
- Meet with your supervisor to give regular status updates on your workload/projects and discuss plans for handling those during your absence.
- Submit timesheets in advance if accurate information on use of leave time is available or be sure your supervisor knows how (in what order and quantity) you intend to use earned comp time and/or accrued leave during your absence. Read the leave policies to understand any limitations on use of comp time and accrued leaves.

During leave

- Submit your request for NPL through [PeopleSoft® Self Service](#) and upload supporting documentation.
- Notify your supervisor and JWF Specialty of any changes in your need for leave, such as early or late arrival of your child.
- Submit a birth confirmation to JWF Specialty with the date you delivered and the type of childbirth delivery – it affects the amount of disability benefits you receive.
- Submit to JWF Specialty and your local HR office a doctor's statement releasing you to return to work the same or next day of receiving it. Do not wait until you are ready to return to work if you are taking additional leave beyond your incapacity from childbirth.
- Call the Benefits Hotline within 30 calendar days of your child's birth or adoption to add your child as a dependent to your insurance plan(s).
- Track your leave usage. You are required to report to work for your next regularly scheduled shift after the date in which your leave is exhausted.
- Notify your supervisor and HR two business days prior to the date you anticipate to return to work.
- Share your joy and pictures!

Returning to work

- You cannot extend your leave without submitting a request and receiving approval prior to the expiration of the approved leave.
- If extension or other additional leave is not approved, you must return to work when the approved leave expires.
- You cannot perform work until a release is received if your absence was related to your own serious health condition.
- If you choose not to return to work, then submit a written resignation to your local HR office. Note that your entitlement to continue family-medical leave ENDS as of the date you make known your intention not to return to work.
- Review timesheets and leave balances.
- Meet with supervisor to identify any changes in policy/practice that you need to learn and to receive updates and assignments.