



# Maternity Grant Program

## Eligibility & Guidelines

The Heritage Group values family and growing your family means extra expenses. The Maternity Grant Program is designed to help offset the costs of the prenatal journey and delivery of your newborn by providing you with extra Health Savings Account (HSA) funding to cover maternity/delivery expenses.

### Eligibility

To be eligible for this grant, you must:

- Be a regular, full-time, benefits-eligible employee
- Be enrolled in a High Deductible Health Plan (HDHP) through the Company
- If your spouse, domestic partner, or dependent child is pregnant and you meet the criteria above, they must be enrolled in one of our HDHPs to be eligible for the grant.

### Grant Guidelines

- The grant must be requested prior to delivery of your newborn
- To be considered, ask your medical provider to complete the **Maternity Grant Request Form** and submit it to Employee Hub (see below)
- This is a grant; it **does not** need to be repaid.

### Grant Award

The amount of the grant award is \$2,000 if all qualifications are met. Your annual seed money, grant award, and personal HSA contributions cannot exceed the annual IRS limit. If eligible and approved, the grant will be deposited directly into your HSA.

### SUBMIT YOUR CONFIDENTIAL REQUEST

Log in to Workday and go to the *Request Absence* task to start your leave request. Upload this form in the *Attachments* section.

For online assistance, go to the Help app on the Workday homepage and search for the *Request a Leave of Absence* article. It provides step-by-step instructions to complete and submit your leave request.

Contact Employee Hub at 1-800-303-0408 or [EmployeeHub@thgrp.com](mailto:EmployeeHub@thgrp.com) with questions about the Maternity Grant Program, your upcoming leave of absence or how to request your leave in Workday.