

BIRTH PARENT LEAVE

Frequently Asked Questions for Salaried Employees

When you are growing your family, your Heritage employer provides you with 12 weeks of company-paid time off. This includes eight weeks to recover from childbirth (short-term disability leave) and four weeks to bond with your newborn.

Do I qualify for the birth parent benefit?

If you are a regular, full-time, salaried (exempt) employee scheduled to work 30+ hours per week, you are eligible for the birth parent benefit the first of the month following your date of hire.

A total of four weeks in any 52-week rolling period can be taken for either Bonding (newborn, adoption, or foster) or Family Leave or some combination of the two leave types.

When am I eligible to take this leave?

If approved, you must take eight weeks of short-term disability (recovery) leave immediately upon the birth of your child. You have the option of delaying the four weeks of bonding time but must use it within the 12-month period following the date of birth.

Note: Eligible unpaid time off under the Family and Medical Leave Act (FMLA) will run concurrently with paid time-off benefits under this benefit policy.

When do I need to notify Employee Hub of my birth parent leave of absence?

Please notify Employee Hub when you are comfortable sharing the good news, but no later than 30 days prior to your delivery date, so they and your manager can plan for your absence.

What information do I need to provide regarding my birth parent leave of absence?

The following documentation is required to be considered for leave approval:

- *Parental & Family Leave Request Form*
- If you're enrolled in one of our health plans, complete the *Maternity Grant Request Form* for extra Health Savings Account (HSA) funding to cover maternity/delivery expenses. This form must be received *prior* to the delivery of your newborn.
- If eligible, you will complete the *FMLA (Family Medical Leave Act) Medical Certification*.
- If you're not eligible for FMLA, complete the *Parental & Family Leave Certification Form*.
- Your doctor may also provide you with additional documentation to share regarding your pregnancy.

Employee Hub will review these requirements with you to determine the appropriate paperwork.

What is my birth parent benefit?

Your Heritage employer provides you with a paid 12-week leave of absence – 8 weeks for delivery/recovery and 4 weeks for additional bonding time with your newborn. You will receive 100% of your current weekly earnings from date of birth through week 12 of your approved birth parent leave.

The benefit is paid through payroll. Your normal taxes and benefits deductions, including 401(k) contributions, will be withheld from your payment. You will receive your payment using the same method as your regular paycheck.

What if my doctor places me on leave of absence prior to the birth due to medical reasons?

Provide Employee Hub with the updated medical documentation from your doctor as soon as possible. Prior to delivery, your absence would be considered a paid medical leave (short-term disability). Once you deliver, your leave type will transition to a maternity/birth parent leave. At that point, you will be entitled to this 12-week company-paid benefit.



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I am returning to work as planned. What do I need to do?

Provide Employee Hub with your doctor's release allowing you to return. If you have any job restrictions, be sure to include that documentation as well (if applicable, provided by your doctor).

My doctor has postponed my release. What should I do?

If your return-to-work date has changed, notify Employee Hub as soon as possible so they and your manager can plan accordingly. You will need to provide documentation from your doctor reflecting your updated return date.

Will my current benefit elections remain active while I'm on leave?

Yes, your benefits are active while you are on a birth parent leave of absence. Your benefits deductions, including 401(k), will continue to be deducted from your pay.

I would like to add my newborn to my health plan. What do I do?

The birth of your child is a qualifying life event which allows you to make changes to your current benefit elections during the calendar year (outside of the Open Enrollment period). **You have 31 days from the date of birth to initiate, change, and complete your benefit elections in Workday.**

Log in to the system and go to the *Top Apps* section on the homepage and select the *Benefits and Pay* app. In the *Tasks and Reports* section, click the *Change Benefits* button to begin the process. You will need to provide a confirmation of birth from the hospital (standard documentation available within 48 hours of birth). You will upload this document during this online enrollment process.

When it becomes available, you will also need to provide the Social Security Number for your newborn. It is *required* to remain on our health plans. We understand you may not have this number immediately (within your 31-day Qualifying Event period). Provide it to Employee Hub as soon as possible.

For online assistance, go to the *Help* app on the Workday homepage. Search for the *Change Benefits - Qualifying Life Events* article. It provides step-by-step instructions to start the benefits election process.

Questions? If you need more help or have questions, you may always contact Employee Hub for further assistance via [email](#) or call 1-800-303-0408 (Monday – Friday, 8:00am – 5:00pm EST).



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