

Expecting, Adopting, and New Parents Before and After: A Checklist of Necessary Actions

This checklist (4 pages) is meant to guide you through the process of taking child care leave for maternity, paternity, and adoption and updating your employee information after the arrival of a child. Please see the child care leave page of the Employee and Retiree Service Center website for additional important information prior to taking any action.

Before the birth/adoption

- Understand** the Family and Medical Leave Act and how it affects your leave plans.
- Calculate** your planned leave dates.
- Submit** your leave paperwork to your principal/supervisor.
 - Understand** your location's leave forms procedure. You may be asked to forward the forms to ERSC, or your location may forward them on your behalf. It is your responsibility to ensure that all forms are received at ERSC at least one month in advance of your expected leave date.

Birth parents:

- MCPS Form 430-1: *Leave Request*. Be sure to check the section on the form relating to continuation of insurance coverage if you plan to take leave for more than 60 duty days.
- MCPS Form 440-35: *Certification of Physician or Health Care Provider*

Adoptive parents:

- MCPS Form 430-1: *Leave Request*. Be sure to check the section on the form relating to continuation of insurance coverage if you plan to take leave for more than 60 duty days.
- Court/agency documents verifying adoption

- Understand** how your leave plans affect your health insurance rates when you go on long-term leave (longer than 60 duty days).
 - Review** the active rates, the cost of health insurance for active Employees, available on the ERSC website.
 - Compare** them with the leave rates, the cost of health insurance for employees on long-term leave, also available on the ERSC website.
 - Submit** MCPS Form 455-20: *Employee Benefit Plan Enrollment* if you choose to discontinue your health insurance while you are on leave. You will have 30 days from the date you return from leave to re-enroll.

- Calculate** the number of sick days available to you.
 - Remember** you may use your sick leave to be paid only for the six calendar weeks immediately following a regular delivery or adoption or eight calendar weeks following a Caesarean delivery. MCEA members may elect to use up to 10 weeks of sick leave for the time away from work immediately following birth or adoption.

 - If you are a member of your union's sick leave bank, please **contact them** regarding grant eligibility.

 - If you are eligible for a sick bank grant from your union:**
 - Contact your union for a sick bank grant application.

 - If you are not eligible for a sick bank grant from your union:**
 - Understand that your leave status will be moved to unpaid leave once you exhaust your available sick leave.

After the birth/adoption

- Call your work location** to inform the timekeeper of the date of your child's birth and whether the birth was a Caesarean delivery. This ensures that you are paid correctly.

- Call ERSC** at 240-740-8100 to report your child's birth date and the type of delivery.

- Call your union** to report your child's birth date and type of delivery if you have applied for a sick bank grant.

- Make any necessary updates to your leave dates.** The early or late arrival of your child will change your expected leave dates.

- Complete a revised MCPS Form 430-1: *Leave Request*. No new medical documentation is required.
- Obtain signatures from your principal/supervisor
- Submit to ERSC

IMPORTANT! Remember that FMLA protection only applies to the first 60 duty days of leave. The early or late arrival of your child may extend your leave past the 60 duty days protected by FMLA. Therefore, it is crucial that you submit revised paperwork to ERSC to establish your intentions.

Additional recommended personal and financial updates

New parents may want to consider the following list of actions and updates. Please submit all forms to ERSC unless otherwise specified. Be sure to keep copies for your personal records.

Add Your New Dependent to Your Health Insurance

- Submit MCPS Form 455-20: *Employee Benefit Plan Enrollment*
- Include the Social Security number of your new dependent
AND
- Attach a copy of your child's birth certificate or birth registration
OR
- Attach a copy of court document verifying adoption

IMPORTANT! You have 30 calendar days following the birth or adoption of your child to enroll him or her in your Employee Benefit Plan. If you do not complete enrollment within 30 calendar days, you must wait until a future open enrollment. If there is a delay in your receipt of required documents (birth registration, birth certificate, social security number and adoption papers), please contact ERSC before the end of the 30-day period. For additional information about enrolling dependents in your Employee Benefit Plan, please refer to the *Employee Benefit Plan Summary*.

Sign up for a Flexible Spending Account (FSA) for Dependent Care or Medical Expenses. You may soon have childcare expenses and out-of-pocket medical costs that are predictable. This is the ideal situation for an FSA.

Visit the ERSC website for information about FSAs, including:

- Introductory Video about FSAs
- Flexible Spending Account Information
- A List of Eligible Medical Expenses

Submit MCPS Form 450-3: *Flexible Spending Account Election* to sign up for a Medical or Dependent Care FSA

IMPORTANT! You are not eligible to enroll in an FSA until you have returned to work. You have 30 calendar days following the date you return to work to submit MCPS Form 450-3 and enroll in an FSA. If you do not complete enrollment within 30 calendar days, you must wait until a future open enrollment. For additional information about enrolling in an FSA, please refer to the *Employee Benefit Plan Summary*.



Adjust Your Income Tax Withholding by submitting MCPS Form W4-MW-507: Employee's Withholding Allowance Certificate

Update your life insurance beneficiaries.

Basic Employee Term Life Insurance

Submit MCPS Form 455-20: *Employee Benefit Plan Enrollment*. In

Optional Employee Term Life Insurance

Submit MCPS Form 450-1: *Optional Employee Term Life Insurance Enrollment*.

Update your 403(b) and/or 457(b) plan beneficiaries. Contact your vendor for additional information.

Update your Pension Plan beneficiaries.

MCPS Core and/or Supplement pension plan

MCPS Form 455-5: *Designation of Beneficiary/Beneficiaries*

State Core pension plan

State Form MSR004: *Designation of Beneficiary*

Read the *Employee Benefit Summary* for information about cost, coverage, and eligibility for:

Basic Employee Term Life Insurance

Optional Employee Term Life Insurance

Basic Dependent Term Life Insurance

Optional Dependent Term Life Insurance

IMPORTANT! Different types of life insurance have different enrollment timeframes. Please understand that you are only able to purchase new or additional employee life insurance during the annual Open Enrollment period each fall. If you are already enrolled in Basic Employee Term Life Insurance and you add your child as a dependent to your employee benefit plan, you automatically receive Basic Dependent Life Insurance and you are eligible to purchase Optional Dependent Term Life Insurance. You have 30 calendar days from the date of birth/adoption to purchase Optional Dependent Term Life Insurance. Please see the *Employee Benefit Summary* for more information.