



Next Steps – Maternity or Paternity Leave

What you need to do after you've made a request for leave under the FMLA

- **Notify your leader of your need for time away in alignment with your department/unit call in procedures.**
- **Make Sedgwick your point of contact for all questions related to your absence(s).** If you have questions about your absence request or need to change your requested date, please call Sedgwick at [855.577.6803](tel:855.577.6803).
- **Timely provide completed documentation for your absence(s).** If you are required to provide a completed Medical Certification, immediately take it to your health care provider for completion or provide us with their fax number and we will send a copy on your behalf. If you have applied for STD benefits, the Medical Certification will be used to evaluate both your STD and absence claims, though you may need to provide additional information for your STD claim evaluation. Verify that the health care provider fully and accurately completes all fields on the Medical Certification. This can be faxed to Sedgwick at 888.436.9535 or can be e-mailed back to the Case Specific E-mail in which the Medical Certification from was received from.
 - **When we don't receive documentation for your leave of absence by the deadline,** we'll send a decision packet notifying you that your request has been denied. You can still submit paperwork after the deadline, but your request for FMLA leave may be delayed or denied, which could result in the application of your employer's attendance policy to your absences. In addition, your request for STD benefits may be denied if you fail to timely return the documentation.
- **Keep track of your FMLA usage and entitlement.** It is your responsibility to keep track of how much FMLA entitlement you have used in the last 12 months so that you know how much you have available. FMLA entitlement will show on Intermittent FMLA report after you have reported time to Sedgwick. Time off work that exceeds your FMLA entitlement may be subject to Bronson's attendance policy and result in disciplinary action.
- **You will need to confirm your delivery or placement date** so that we can adjust your absence dates if necessary. You will receive an email or automated phone call after your expected delivery or placement date. You are required to respond to that email or phone call to confirm your delivery or placement date.
- **While on your leave,** you do not need to call and report the time you're out, though you should let us know if your needs change. In addition, you may be required to provide periodic updates regarding your status and intention to work, and you must timely respond if we contact you.
- **Keep an eye out for your leave of absence decision notices** – This will be sent via email or postal mail depending on your preferences – and any notifications about your absence.
- **Moonlighting while on absence:** You may not work for another employer or engaged in self-employment while on family or medical absence. Such outside employment is grounds for immediate termination.
- **For more information,** please refer to the Bronson's Family and Medical Leave Policy, located on the Bronson Intranet.

Short Term Disability and Paid Parental Leave

- **Paid Parental Leave** - Two consecutive weeks to bond with a newly born child, paid at the employee's STD benefit rate for their approved hours. Paid birth partner time must begin within 60 days of the date of the birth, or within 30 days of a newborn release if discharged past 60 days of birth. To be eligible for Paid Parental Leave, you must be FMLA eligible.
- **Pay for Maternity Leave** - You will receive payment on your next scheduled regular biweekly check deposit, STD approval occurs on/before end of day on the Friday before Bronson's pay week. If you wish to take the full 12 weeks of FMLA, the PTO that needs to be entered will be done by you or your leadership.

BIRTH (MATERNITY)

FMLA	up to 12 weeks		
Paid Benefits	6-8 weeks STD	2 weeks paid parental time	remaining time off PTO

- **Pay for Parental Leave** – Two weeks of Paid Parental Time will be inputted by the HR Leave of Absence Team. If you wish to take the full 12 weeks of FMLA, the PTO that needs to be entered will be done by you or your leadership.

BIRTH (PARTNER)

FMLA	up to 12 weeks	
Paid Benefits	2 weeks paid parental time	10 weeks PTO

- **If you would like to supplement** your STD with PTO to receive 100% pay, please contact HR.FMLA@bronsonhg.org to make arrangements. PTO Supplement will be entered by HR Leave of Absence Team.

- **For more information on STD and Paid Parental Leave**, please refer to Bronson’s System Short Term Disability (STD) policy and Paid Parental Time Policy on Bronson’s Intranet.

Returning To Work

- **Before your return to work**, you will be required to present proof of your certified Fitness for Duty/return to work note. If such certification is not received, your return to active employment may be delayed until certification is provided. Failure to timely return Fitness for Duty/return to work documentation will result in a delay of your return to work in the Bronson system.

Exempt Employees – Failure to notify Sedgwick or Bronson Leave of Absence Team about your return to work will result in missed pay. Payments outside of regularly scheduled check dates will not be issued.

- **If you are returning to work earlier than anticipated**, you must notify your Human Resources Department at least 2 days prior to your expected return date. Failure to notify your Human Resources Department may delay your return to active employment.

- **When your approved absence period ends, you will be expected to return to work.** Failure to return on or before the specified return date *without an approved extension* may result in discipline up to and including the termination of employment.

Benefits while on Leave

- **To maintain your health benefits**, you are required to pay your share of the premium payments for health insurance and other voluntary benefits on the same basis as during active employment. Your portion will continue to be deducted from your pay while using approved paid leave time. If your absence is unpaid, you must contact HR Benefits at HRBenefits@bronsonhg.org to make arrangements.

- **If you would like to add** your child to your medical coverage:

Birth and adoption are qualifying events that allow you to make a change to your Bronson benefits outside of annual Open Enrollment but you **only have 30 days** to do so.

Do you have Bronson medical insurance?

To [enroll your dependent child](#) to your Bronson insurance, please follow the steps below:

1. Login to Workday
2. Select the Benefits worklet/icon
3. Select Change Benefits
4. From the dropdown list, choose 'Birth/Adoption'
 - a. Enter the date your benefits changed – (date of birth, date the judge signed guardianship)
 - b. Click Submit
5. Locate your Benefit Change event in your Workday inbox (the envelope icon in the upper right corner)
6. Click Let's Get Started
7. Answer the health question, click Continue
 - a. On the confirmation screen click Continue
8. Click Manage or Enroll on the applicable plan box to edit your benefit plans
9. If adding dependents –
 - a. Click Add Dependent in the following screen
 - b. Click OK (this screen lists any current dependents)
 - c. Enter your dependent's personal info, click Save
10. After making edits every benefits plan, click Review and Sign
11. Review your elections – make sure all dependents you want enrolled have a checkmark
12. Check the I Accept box
13. Click Submit

You must submit the official birth certificate or guardianship documentation (if applicable) within 30 days. to HR Benefits one of the following ways:

- By upload – attach your document in the Workday event above
- By email – take a clear photo and send to HRhelp@bronsonhg.org
- In person – deliver to Human Resources Office in the Lovell Building, M – F, 7:30am to 4:30pm

Unfortunately, we cannot accept hospital slips or hospital announcements. Extensions can be given upon request.

Already talk with someone about insurance?

If you were asked to “add your child to insurance” during your hospital stay, this is for insurance billing purposes, it is NOT enrolling a child in Bronson insurance plan. You will received email confirmation when a dependent is added to your insurance plan(s).

