

MATERNITY LEAVE



We hear congratulations are in order!

This guide is intended to help simplify the maternity leave process and summarize the important information you need to know so you can focus on what really matters—your health and the health of your baby.



2 | Maternity Leave Check List

Here is what you need to do:

- Contact HR to notify them of your pregnancy.** We typically set-up a phone call or brief in person meeting to go over the process.
- Complete the Request for Leave Form.** For the type of leave check off “FMLA” if you have worked at RMR for 12 months or “Other” if employed for less than one year.
- Apply for MA Paid Family and Medical Leave (MA PFML) and Short Term Disability through Sun Life.**
- HR will populate your timecard during your leave. As noted in your FMLA Leave letter, please notify HR if you wish for us to handle your timecard differently.** You will no longer have access to ADP E-Time after the first two weeks of your leave.
- Ask your manager to notify HR when your leave officially starts.**
- While on leave, notify your manager and HR of your expected return date.**

FMLA OVERVIEW

The Family and Medical Leave Act (FMLA) entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a rolling 12-month period for the birth and care of a newborn child. You must have worked for the employer for a total of 12 months to be eligible. Both RMR's Paid Parental Leave, MA PFML and Short Term Disability coverage will run concurrently with your FMLA leave.

RMR'S PAID PARENTAL LEAVE

Employees who work 21 or more hours per week are eligible to take 4 weeks of fully paid leave to care for a newborn child. This leave must be taken within the first 12 months after a child's birth and may be taken intermittently.

SUN LIFE MA PFML AND SHORT TERM DISABILITY (STD) COVERAGE

Birth mothers should file a MA PFML and a Short Term Disability (STD) claim with Sun Life approximately 30 days in advance of their estimated delivery date. Depending on your health situation, you may take medical leave/STD during your pregnancy or after you give birth. Typically, a vaginal delivery qualifies for 6 weeks of medical leave/STD, and Cesarean delivery qualifies for 8 weeks. While MA PFML and STD run concurrently, there is a 2-week waiting period for STD while MA PFML has a 1-week waiting period. RMR employees may utilize sick time or vacation to subsidize the waiting periods if they wish to achieve 100% pay. After the waiting period, Sun Life provides 66.67% of your regular pay (between both MA PFML and STD) up to \$2,500 per week. RMR will subsidize the remaining 33.33% to supplement the benefit during your disability period. In order to receive the 33.33% of pay from RMR, HR will populate your time card during your leave at 2.67 hours per day (13.33 hours per week) in ADP E-Time using code MST.

You are also eligible for MA PFML that provides you with up to 12 weeks of bonding leave pay (at a maximum of \$1,149.90 per week) through Sun Life for up to one year following the birth. This leave type will be paid directly to you by Sun Life once approved. There is a 1 week waiting period before this benefit takes effect, which is waived if you take bonding leave immediately following your medical leave. **PLEASE NOTE:** If you have a Cesarean delivery you must have your doctor reach out to Sun Life with a note to approve the additional 2 weeks of STD.



Birth Parent STD & Paid Parental Leave Timelines

VAGINAL DELIVERY													
Week	1	2	3	4	5	6	7	8	9	10	11	12	13-18
Job Benefits / Protection	FMLA protects your job and benefits for up to 12 weeks per year (some eligibility rules apply)												
Pay		MA Paid Family Medical Leave (Max of \$1,149.90 a week paid by Sun Life)					MA Paid Bonding Leave						
	Option to use accrued sick, vacation, to supplement before benefits begin	66.67% of base salary through STD and MA PFML benefits administered by Sun Life and 33.33% paid by RMR using code MST in ADP					The RMR Group's Parental Leave Benefit (using Code PAR in ADP) to supplement MA PFML for 100% pay				Option to use accrued sick and vacation, to supplement MA PFML up to 100% of pay		

CESAREAN DELIVERY													
Week	1	2	3	4	5	6	7	8	9	10	11	12	13-20
Job Benefits / Protection	FMLA protects your job and benefits for up to 12 weeks per year (some eligibility rules apply)												
Pay		MA Paid Family Medical Leave (Max of \$1,149.90 a week paid by Sun Life)					MA Paid Bonding Leave						
	Option to use accrued sick, vacation, to supplement before benefits begin	66.67% of base salary through STD and MA PFML benefits administered by Sun Life and 33.33% paid by RMR using code MST in ADP					The RMR Group's Parental Leave Benefit (using Code PAR in ADP) to supplement MA PFML for 100% pay				Option to use accrued sick and vacation to supplement MAPFML up to 100% of pay		

How Do I Submit a MA PFML and a STD Claim?

Call Sun Life at **877.932.7287** to speak to a trained specialist.

What information will I need to process a claim?

- Company Name: The RMR Group
- Policy Number: 945168-002
- Name, address, and other key identification information
- Job title and department
- Your last day worked and your first day out due to the birth
- Doctor's name, telephone number, and fax
- The date you expect to return to work



Blue Cross and Blue Shield of MA (BCBS) Medical Plan

What is generally covered free of charge on our medical plans?

- Certain routine pre- and post-natal check-ups
- Breastfeeding support, supplies, and counseling
- Certain routine ultrasounds

What are examples of services that have a cost share?

- Delivery (deductible expenses)
 - Inpatient procedure
 - Professional services
 - Anesthesia
- Diagnostic office visits- not routine (copay)



Member Services

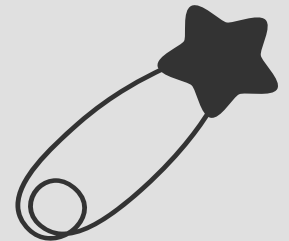
800.358.2227

**Contact BCBSMA
Member Services using
the number on your
member ID card for
specific claims questions.**

BENEFITS FOR EXPECTING PARENTS

BCBS offers a number of tools to help you prepare for your new child before and after birth.

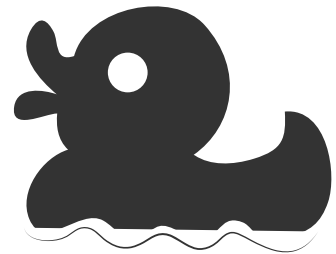
- [Resources When You are Expecting](#)
 - Click “No-cost breast pump” for additional information
 - Click “Reimbursement for Childbirth Classes” for additional information
- [Family Planning](#) has additional resources and information from BCBS
- BCBS’ Maternity Nurse Care Line offers specialized support and education for pregnant women and new mothers, including assistance with postpartum depression. Call **800.392.0098** Monday-Friday, 8:30am – 4:30pm EST
- BCBS partners with the Ovia Pregnancy App to make it easy for you to track your pregnancy’s progression and learn about BCBS maternity benefits along the way. Download the Ovia app and select BCBS as your health plan in your Ovia profile. Then, you can:
 - Sign-up for notifications with relevant pregnancy information
 - Call a BCBS Nurse Care manager from the app if you are experiencing high-risk conditions
 - Track your symptoms, weight, and doctor’s appointments
 - Log your milestones and learn about the baby’s weekly development



HOW DO I ADD MY NEWBORN TO RMR'S INSURANCE?

- Within 30 days of your child's date of birth, you can:
 - Enroll in The RMR Group's plans
 - Drop The RMR Group's plans
 - Add your newborn to your existing plan
- Obtain a letter from the hospital or birth certificate and upload to ADP.
- The changes to add the dependent can be made in ADP (Myself>Personal Information>Dependents & Beneficiaries). To enroll in benefits in ADP (Myself>Benefits>Enrollments) or via paper form.
- Once your child has been assigned a Social Security Number, please add it in ADP (Myself>Personal Information>Dependents & Beneficiaries).
- If you have questions regarding the benefits offered at The RMR Group or regarding ADP, please contact a member of the Benefits Team.

Please contact a member of the Benefits Team with any questions. We are here to make this process as smooth as possible for you and your family.



Additional Benefits

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The RMR Group partners with ComPsych to offer a company sponsored EAP that is available to you and your dependents, at no cost, to provide confidential support, resources and information to get through life's challenges. The program includes free assistance with finding childcare, stress and depression, wellbeing, nutrition assistance, and much more. To access the EAP, visit www.guidanceresources.com or call **877.595.5281**.

HEALTH ADVOCATE

Health Advocate is a great resource that can assist employees and their families with finding the right medical providers and facilities, navigating the health care system, negotiating and expediting invoice payments, etc. Please call **866.695.8622** or visit the website at <https://members.healthadvocate.com>.

FLEXIBLE SPENDING ACCOUNTS (FSAs)

The RMR Group offers a Healthcare FSA and Dependent Care FSA through ConnectYourCare. These accounts allow you to set aside pre-tax funds to help cover medical expenses and childcare throughout the year. Birth of a child is a qualifying event to enroll in or increase your election in the Healthcare FSA or Dependent Care FSA. Contact a member of the Benefits Team to make any changes to your benefits.

