

# 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.



## 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 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 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 SHORT TERM DISABILITY (STD) COVERAGE

Birth mothers should file a Short Term Disability (STD) claim with Sun Life approximately 30 days in advance of their estimated delivery date. Vaginal delivery qualifies for 6 weeks of STD, and Cesarean delivery qualifies for 8 weeks of STD. The first 2 weeks is an unpaid waiting period. RMR employees may utilize sick time or vacation to subsidize the first 2 weeks if they wish. After the waiting period, Sun Life provides 66.67% of your regular pay. 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 timecard during your leave at 2.67 hours per day (13.33 hours per week) in ADP E-Time using code MST. 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

NORMAL DELIVERY												
Week	1	2	3	4	5	6	7	8	9	10	11	12
Job Benefits / Protection	FMLA protects your job and benefits for up to 12 weeks per year (some eligibility rules apply)											
	Option to use accrued sick, vacation before 2 week waiting period for STD*	66.67% of base salary through STD benefits administered by Sun Life and 33.33% paid by RMR using code MST in ADP					100% of base salary through The RMR Group's Parental Leave Benefit using Code PAR in ADP				Option to use accrued sick, vacation, or unpaid	

\*Employees have the option to use accrued sick or accrued vacation, or to take the time unpaid.

CESAREAN DELIVERY												
Week	1	2	3	4	5	6	7	8	9	10	11	12
Job Benefits / Protection	FMLA protects your job and benefits for up to 12 weeks per year (some eligibility rules apply)											
	Option to use accrued sick, vacation before 2 week waiting period for STD*	66.67% of base salary through STD benefits administered by Sun Life and 33.33% paid by RMR using code MST in ADP					100% of base salary through The RMR Group's Parental Leave Benefit using code PAR in ADP					

\*Employees have the option to use accrued sick or accrued vacation, or to take the time unpaid.

## How Do I Submit 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

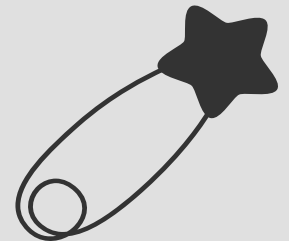
**800.358.2227**

**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.

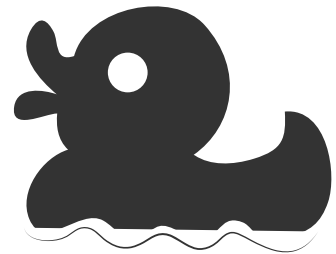
- [Resources When You are Expecting](#)
  - Click “No-cost breast pump” for additional information
  - Click “Reimbursement for Childbirth Classes” for additional information
- [Family Planning](#) has additional resources and information from BCBS
- BCBS’ Maternity Nurse Care Line offers specialized 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](http://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.

