

PATERNITY LEAVE



We hear congratulations are in order!

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



2 | Paternity Leave Check List

Here is what you need to do:

- Contact HR to notify them of your upcoming paternity leave.
- Complete the Request for Leave Form. For the type of leave, please check off Paternity Leave.
- HR will populate your time during your leave. Please let us know if you would like us to process this differently.
- File MA Paid Family and Medical Leave Act (MA PFML) with Sun Life.
- Notify HR when your leave starts.



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 MA PFML will run concurrently with your FMLA leave

SUN LIFE MA PFML

You must file a claim for MA PFML with Sun Life approximately 30 days in advance of the estimated delivery date. Sun Life will pay up to \$1,149.90 a week based on your previous 12 weeks of earnings. This will run concurrently with your RMR Parental leave.

RMR'S PAID PARENTAL LEAVE

Employees who work 21 or more hours per week are eligible to take 4 weeks of 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.



3 | Paid Parental Leave Timeline

PATERNITY LEAVE												
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)											
Pay	MA Paid Family Leave (Max of \$1,149.90 a week)											
	The RMR Group's Parental Leave Benefit (using Code PAR in ADP) to supplement in addition to MA PFML for 100% pay				Option to use accrued sick, vacation, to supplement MA PFML up to 100% of pay							

How Do I Submit a MA PFML 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: 4945168-002
- 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

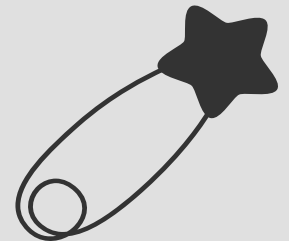
800.358.2227

**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.

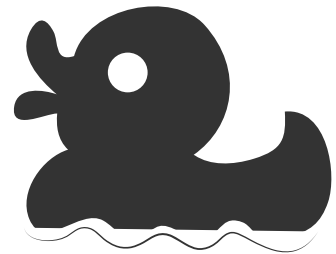
- [Resources When You are Expecting](#)
 - Click “No-cost breast pump” for additional information
 - Click “Reimbursement for Childbirth Classes” for additional information
- [Family Planning](#) has additional resources and information from BCBS
- BCBS’ Maternity Nurse Care Line offers specialized support 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 to track your partner’s pregnancy progression and learn about BCBS 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 your partner is experiencing high-risk conditions
 - Track symptoms and doctor’s appointments
 - Log 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.

