LEAVES OF ABSENCE

Child Care Leave Checklist

Pre-Leave

Congratulations on your new family member! What an exciting time for you and your family. Before your child arrives, here's what you need to do and know:

- ☐ **Email the Benesch's Benefits team at benefits@beneschlaw.com to schedule a meeting to discuss your leave at least 30 days in advance, but preferably a few months in advance.**
- ☐ Meet with Benesch's Benefits team to learn about eligibility, policy guidelines, and an overview of the leaves process.
- ☐ Receive a follow-up email from Benesch's Benefits team with the leave policy as well as instructions for submitting a leave claim to Lincoln Financial Group (LFG), our leaves administrator.
- ☐ **Let your manager or practice leader/department head and the critical people you work with (colleagues, partners, those whom you do a lot of work for, etc.) know about your leave and the timeframe you'll be out as soon as possible.**
- ☐ **File a leave of absence claim online at lincolnfinancial.com or by phone at 888-202-4307. If filing online and registering for the first time on LFG's site, be sure to input the code LF1329BEN. Filing by phone is recommended as an intake specialist will enter all the information for you. Filing online leaves more room for error, which can delay your application.**
- ☐ **Submit any necessary medical documentation that LFG requests from you. Comply with the timeframes required in the leave process.**
- ☐ If you are eligible for state disability and/or parental leave, you will be asked to submit a state leave claim by LFG. Follow the instructions provided to file that claim. State leave typically runs concurrently with Benesch's Child Care Leave and FMLA.
- ☐ Receive approval or denial of the leave, provided that all medical documentation is complete and sufficient. If disability occurs with the leave, such as in the case of maternity leave, the disability leave won't be approved until after you give birth.
- ☐ Your LFG case manager will be your point of contact for your leave; however, for any issues or questions during the leave process, you may contact the Benefits Team at benefits@beneschlaw.com.
- ☐ **Before you go out, make sure your work is covered.**
  - ☐ If you're staff, have a transition plan created for your work. Create this in collaboration with your manager and teammates, and ensure cross-training on your critical accountabilities.
  - ☐ If you're an attorney, work with your client relationship owners to ensure that your work is transitioned and that your matters are covered. Offer to meet with those who will be covering for you to seamlessly transition the work.
- ☐ If applicable, obtain a free breast pump. Instructions are located here.

- ☐ Illinois employees or spouses with Anthem coverage are considered out of network and are not eligible for a free breast pump through Milkstork. However, you can still get a free breast pump through Anthem from one of the in-network providers below:
  - Byram Healthcare 877-902-9726 byramhealthcare.com
  - Edgepark Medical Supplies 800-321-0591 edgepark.com

☐ Use the Bright Horizons benefit to find child care if you need it. They have discounted child care options, a Sittercity database to find sitters, and other resources for securing care.

☐ **Notify LFG and Benesch's Benefits team if your leave date changes.**

During Leave

Congratulations on the birth or placement! After your child is born or you are placed with your child, here are your next steps.

☐ **Notify LFG and benefits@beneschlaw.com that you've had the child and when you go out on leave (if the dates are different than what you initially applied for).**

☐ **Provide LFG with the birth certificate, adoption, or guardianship documents.**

☐ If you would like a birth notice sent to the firm, email the following to benefits@beneschlaw.com: child's name, date of birth, picture and any details you want to share.

☐ **If applicable, add the child to your benefits in the My Benesch Benefits System by changing your benefits and selecting the Birth life event by no later than 30 days from the birth date.** Be sure to add your new dependent child and ensure they are selected on each of the benefits. Medical coverage is the most pertinent, however dental, vision, accident, critical illness, and child supplemental life are also benefit options you may consider changing. Reach out to benefits@beneschlaw.com if you need instructions or have questions.

☐ Claim your Hospital Indemnity claim for the birth if you elected the benefit and add your child to the benefit if you haven't already so that you get benefits paid for your child's hospital stay.

☐ **Upload your child's birth certificate to My Benesch Benefits System which is needed to add your child to your benefits.**

☐ Make sure you add the Social Security number to your child's benefits record once received. This is required for medical coverage.

☐ You will continue to be paid by Benesch if it's paid leave. You will receive your normal direct deposit pay. If state leave applies, your pay will be offset with the state leave amount you receive so that you don't receive more than 100% of your pay.

☐ Once on leave, continue to have benefit premiums withdrawn from your pay if leave is paid. If it's an unpaid portion of leave, pay premiums through a direct billing process or by using enough PTO to cover your benefit premiums. You will be sent more information if the direct billing process applies.

- ☐ If applicable, Dependent Care FSA and Commuter FSA contributions will be suspended during the leave of absence and reinstated upon return to work.
- ☐ **There is no need for attorneys or staff to log leave time or PTO after the birth of a baby. The Human Resources and Payroll teams will take care of this for you.**
- ☐ It's recommended that you manage the transition to child care during the last week or two of leave to ensure an easier transition back to work.

Post Leave

We're happy to have you back! As your leave ends and you return to work, here's what you need to know and do:

- ☐ **Confirm return to work date with the Benefits team and your manager or practice leader at least one week in advance.**
- ☐ If you're an attorney, consider reaching out to those who own client relationships on bigger matters where you assumed a case was still in progress, and let them know that you're coming back on this date if they want to set up a meeting once you are back.
- ☐ Show up on day 1 ready to go.
- ☐ If applicable, reach out to Kristin Duff in Finance if you want an update on your billable hours expectation.
- ☐ Utilize the nursing support Benesch provides, if applicable:
  - ☐ There are wellness rooms in each office. They are first come, first serve and there is a lock on the door. Refrigerators are in the room to store your milk.
  - ☐ You may also use your office if you have one, but be sure to lock your door.
  - ☐ You may use MilkStork (paid by Benesch) to support nursing while traveling.
- ☐ Leverage the Bright Horizons benefit for up to 15 days of back-up care covered by Benesch and other child care and supports throughout your parenting journey.
- ☐ Leverage other benefits for family needs such as Enrich Financial Wellness (529 plans, family financial planning) and HomeThrive (special needs, IEPs, etc.).

Questions, concerns or issues?

Reach out to **benefits@beneschlaw.com** if you need anything along the way. We're here for you!