



Life Events: *Having a Baby*

Congratulations and best wishes to you! Whether you're the expectant mother, you're adopting a child, or you're going to be a father, you'll want to review the benefits, services, and policies that provide peace of mind and give you time to welcome an important new member of your family. Below is a helpful list of choices to consider, procedures to follow and resources to assist you through the transition. Please keep mind if you are wanting to change any health benefits, **changes must be made within 30 days of the birth or adoption of your child.**

To Do	Things You Can Do	What To Do
<input type="checkbox"/>	<p>Apply for a Leave You may be eligible to apply for leave under the Family & Medical Leave Act (FMLA). If you do not qualify for FMLA leave, you may wish to apply for a Leave of Absence (LOA).</p>	<p>Contact FMLA Source @ 1-877-462-3652 or visit www.fmlasource.com</p> <p>*More information on the Benefits Website</p>
<input type="checkbox"/>	<p>File a Claim for Short Term Disability (STD) Benefits (If enrolled in a short-term disability plan)</p> <p>*Short Term Disability for maternity leave is supported for six weeks' postpartum for normal deliveries and eight weeks' postpartum for cesarean section deliveries. Cigna's claim managers review pregnancies with complications on a case by case basis. Please note that before disability benefits are payable for maternity leave, you must satisfy the Benefit Waiting Period. Please refer to your benefit guide to determine your policy's benefit waiting period.</p>	<p>Contact CIGNA @ 1-800-244-6224 or visit www.cigna.com</p> <p>* More information on the Benefits Website</p>
<input type="checkbox"/>	<p>Tax Changes Review your filing status and exemptions you claim for withholding purposes to see if you should make changes</p>	<p>Complete new Federal W-4 form & State tax form and submit them to your HR site.</p> <p>*Forms are on the BridgeNet>Employee Services> Payroll</p>
<input type="checkbox"/>	<p>Changing Your Beneficiary <u>Life Insurance:</u> You may wish to add your child as a beneficiary.</p> <p><u>403b/401k:</u> Your spouse is automatically your beneficiary unless your spouse signs a waiver for 403b/401k.</p>	<p><u>Life Insurance:</u> Complete Life Insurance Beneficiary Form and email the Benefits Team. *Form is on the Benefits Website</p> <p><u>403b/401k:</u> If spouse is NOT desired beneficiary, complete Transamerica beneficiary form with spouse waiver. Can be found at www.transamerica.com/portal/lbh</p>
<input type="checkbox"/>	<p>Benefit Changes You will be able to make any changes to your coverages within 30 days of the birth or adoption of your child.</p>	<p>Submit a copy of the proof of birth documents (i.e. crib card/discharge papers) or adoption documentation, and the request to make changes to your coverage to the Benefits Team within 30 days of birth or adoption. Once received, the Benefits Team will provide an Enrollment Worksheet for you to make your benefit changes</p>



Reminders & Resources

- ❖ **Benefits Team Contact Information:**
 - Email: LBH_Benefits@lifebridgehealth.org
 - Fax: 410.469.5161

- ❖ **Benefits Website:** www.lifebridgehealth.org/benefits
 - Benefits Guides
 - Medical Option Charts
 - Insurance Policies
 - Insurance Carriers contact information (also on [My Mobile Wallet.](#))

- ❖ **GHR Website:** www.onlinelbh.org/ess
 - **GHR Job Aid** on [Benefits Website](#) under “View your current Benefit Election”

- ❖ Birth or Adoption paperwork must be submitted to the Benefits Team by email LBH_benefits@lifebridgehealth.org or fax to 410.469.5161 **within 30 days of your marriage in order to make benefit changes.**
 - **If you do not make changes within 30 days of your qualified life event, you will need to wait until the next annual enrollment period or if experience another qualified life event.**

- ❖ **EAP Resources:** Carebridge www.myliferesources.com
 - access code KKNH3 or call 1-800-437-0911 for confidential counseling and referrals for personal, family and work-related issues

- ❖ **March of Dimes:** [“My 9 Months.”](#) things you can do before and during pregnancy to help you have a healthy baby.