

Maternity & Parental Leave Employee Checklist

Before the birth or adoption

Activity	Instructions	Complete?
<p>1. Review available resources</p>	<p>Bind Maternity Support Program (Pacify): Provides employees who are enrolled in the Company’s Bind medical insurance easy access to maternity experts who offer personalized guidance, benefits navigation, and return to work resources.</p> <ul style="list-style-type: none"> • Provides additional support with trusted experts throughout the parenthood journey • Keeps mom healthy, proactively identifying and reducing health risks – including post-partum depression and high-risk pregnancies 	<input type="checkbox"/>
	<p>UHC Healthy Pregnancy Program: Provides employees who are enrolled in the Company’s UHC medical insurance with a personalized approach and access to nurses and educational resources 24 hours a day, 7 days a week. Employees and covered spouses can enroll by calling 800-842-1219, TTY 711, Monday – Thursday, 8:00 a.m.– 8:00 p.m. and Friday, 8:00 a.m.– 5:00 p.m. Central time.</p> <ul style="list-style-type: none"> • Enrollment, assessment, and management by an OB nurse • 2 Call Model for Low Risk Members: <ul style="list-style-type: none"> – Initial Assessment at time of enrollment – Outcomes Assessment at 2 weeks post-partum • High-Risk Members are followed every 4-6 weeks by an OB RN • Access to the Healthy Pregnancy App which provides additional education, mobile enrollment, and easy access to OB nurses 	<input type="checkbox"/>
	<p>HR Connect:</p> <ul style="list-style-type: none"> • Company Intranet with access to policies, FAQs, and links to resources 	<input type="checkbox"/>
	<p>Employee Assistance Program (EAP): Through the WorkLife Services Program, found on the Company Intranet, Employees have the option to speak to a live WorkLife Coach to assist with resources and services offered to Expectant Mothers and Fathers.</p> <ul style="list-style-type: none"> • Parenting Support • Child development experts • Special needs support • Help for teens • Pregnancy services • Childbirth and nursing professionals • Adoption support • Grandparenting assistance • Help for non-traditional families • Communication training 	<input type="checkbox"/>
	<p>Adoption Assistance:</p> <ul style="list-style-type: none"> • Financial aid to help defray the costs associated with public, private, or independent adoption of a child. 	<input type="checkbox"/>

Activity	Instructions	Complete?
2. Find a doctor, hospital, and pharmacy	Bind Maternity Support Program: <ul style="list-style-type: none"> Visit www.mybind.com or download the myBind app on your mobile device 	<input type="checkbox"/>
	UHC Well Connected Health Advocate Support: <ul style="list-style-type: none"> Call 800-842-1219, TTY 711. Nurses are available 24/7; or Go to: myUHC.com or download the UnitedHealthcare app on your mobile device. 	<input type="checkbox"/>
3. Request maternity / parental leave	<ul style="list-style-type: none"> Please provide at least 30 days' notice to your supervisor, when foreseeable. Open a claim with Sedgwick, the Company's disability and leave administrator, at any time prior to birth; at least two – three weeks out would be ideal to ensure a medical release can be signed and the doctor's name provided to Sedgwick for confirmation of delivery. <ul style="list-style-type: none"> Request leave via phone at 844-223-7153 Request leave via the mySedgwick portal, located on the Company Intranet 	<input type="checkbox"/>

After the birth or adoption

Activity	Instructions	Complete?
1. Provide proof of birth to Sedgwick (birth certificate / crib card)	<ul style="list-style-type: none"> Proof can be provided to Sedgwick, no later than 21 days from the birth of the child via: <ul style="list-style-type: none"> Email at LumenDSLVMail@Sedgwick.com Fax to 844-282-7043 Upload to the mySedgwick portal, located on the Company Intranet - "Upload a File" 	<input type="checkbox"/>
2. Change your health and/or insurance coverage (proof of birth required)	<ul style="list-style-type: none"> Add your child to your health and/or insurance coverage, within 45 days of the birth of your child <ul style="list-style-type: none"> Online via the Health & Life website at: lumen.com/healthandlife Call the Lumen Health and Life Service Center at 833-925-0487 Please note: You must complete and return the dependent verification packet (sent to you via mail), within the deadline, or your newly added dependent will be removed retroactively. 	<input type="checkbox"/>
3. Enroll/re-enroll in Dependent Care Flexible Spending Account (FSA)	<ul style="list-style-type: none"> Enroll/Re-Enroll in Dependent Care FSA within 45 days following your return to work date. <ul style="list-style-type: none"> Online via the Health & Life website at lumen.com/healthandlife Call the Lumen Health and Life Service Center at 833-925-0487 	<input type="checkbox"/>
4. Review your beneficiaries	<ul style="list-style-type: none"> Update your beneficiary designations <ul style="list-style-type: none"> Online via the Health & Life website at: lumen.com/healthandlife Call the Lumen Health and Life Service Center at 833-925-0487 	<input type="checkbox"/>