

# Atrium Health Maternity Leave Checklist

*For teammates who are expectant mothers and work full time, 30 standard hours or more per week.*

## Pre-Delivery

- Planning to expand your family or newly pregnant? Contact a Maternity Navigator at 704-631-0301 or at [CHSMaternity@atriumhealth.org](mailto:CHSMaternity@atriumhealth.org)
- If you participate in the LiveWELL Health Plan, register with the SmartStarts program before 20 weeks by calling 1-800-722-2157, option 2
- Submit Leave of Absence paperwork no earlier than 30 days before your anticipated first day missed of work to [LOAAdministrator@atriumhealth.org](mailto:LOAAdministrator@atriumhealth.org) or by fax to 704-446-6624
- File your claim with MetLife for Short-Term Disability, no earlier than 30 days before your anticipated first day of leave at (800) 421-7014
- If you participate in the LiveWELL Health Plan, purchase your breast pump at an Atrium Health gift shop and submit your receipt for reimbursement to Medcost

## Post-Delivery

- Call a Maternity Navigator if your first day of missed work differs from your original Leave of Absence approval date and ask your healthcare provider to send a note to [LOAAdministrator@atriumhealth.org](mailto:LOAAdministrator@atriumhealth.org) or by fax to 704-446-6624 to revise your Maternity Leave
- Call MetLife for Short-Term Disability to confirm your date of delivery at (800) 421-7014
- Add new family member to your LiveWELL Health Plan on YourHRLink within 30 days of delivery
- When your Short-Term Disability ends, communicate your PTO preferences with your manager
- Before returning to work, ensure all Return to Work documents (Fitness for Duty and Return from Family Care Leave Form) are approved by the Leave of Absence Department

**If you have questions about this checklist, contact a Maternity Navigator at 704-631-0301 or at [CHSMaternity@atriumhealth.org](mailto:CHSMaternity@atriumhealth.org)**

\*These benefits may not be applicable to monthly paid teammates. Please contact Executive Total Rewards and Physician Benefits at 704-631-0120 for more information.