

Atrium Health Parental Leave Checklist

For teammates who are parents welcoming a new child to their home through birth, adoption or legal placement, and who work full time, 30 standard hours or more per week.

Paid Parental Leave

- Submit Leave of Absence paperwork no earlier than 30 days before your anticipated first day of missed work to HRServiceCenter@atriumhealth.org or by fax to 704-446-6624
- If filing for financial assistance for adoption, complete with supporting documentation. Access the eForm under HR Forms or on the Parental Benefits page on PeopleConnect
- If you are a bi-weekly teammate who will give birth, file your Short-Term Disability* claim with MetLife by calling (800) 421-7014, no earlier than 30 days before your anticipated first day of leave
- Complete the [Benefits Enrollment Change Form](#) on YourHRLink within 31 days of the birth, adoption or legal placement of your child
 - To add your new family member to your LiveWELL Health Plan and Dental & Vision Plans
 - To add the Dependent Care FSA option for the current calendar year's childcare expenses
- The Parental Benefits program offers up to 30 days of transitional childcare to eligible parents, who are returning to work following their parental leave. Transitional childcare must be used within six months of the birth, adoption or legal placement of the child. Register by calling 1-866-621-7687 or go to [LifeCare online](#) and schedule child care up to 30 days in advance. The registration code is ATRIUM.
- For questions or concerns, please contact:
 - Benefits Service Center at HRBenefitsOnline@atriumhealth.org or 704-631-1500
 - Leave of Absence at HRServiceCenter@atriumhealth.org or 704-631-1500

Additional Information for Birth Mothers

Pre-Delivery

- If you participate in one of the LiveWELL Health Plans, register with the SmartStarts program before 20 weeks by calling 1-800-722-2157, option 2.
- If you participate in one of the LiveWELL Health Plans, you may purchase your breast pump at an Atrium Health gift shop and submit your receipt for reimbursement to MedCost. You may also contact MedCost at 1-800-204-2085 for available online DME service options or questions regarding breast pump rental reimbursement. To purchase a pump in Cleveland County, contact Lactation Services at 980-487-3887. Purchase is limited to one per pregnancy. Purchase from a retail store is not covered.

Post-Delivery

- Call Leave of Absence Administration at 704-631-1500 if your first missed day of work differs from your original Leave of Absence approval date and ask your healthcare provider to send a note to HRServiceCenter@atriumhealth.org or by fax to 704-446-6624 to revise your parental leave.
- Call MetLife for Short-Term Disability* to confirm your date of delivery at (800) 421-7014.
- 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 Leave of Absence Administration.

*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.