

# Parental Leave of Absence Guide

At Atrium Health, we care about your physical, financial and personal health and the health of your family. We understand that taking a Leave of Absence is an important time and you may have questions on what to expect during this time. Please use this Guide to ensure you have the information you need to make important decisions and are informed about expectations while you are away from work.

## What to Expect While on a Parental Leave of Absence

You, our Teammate, and Atrium Health have shared responsibilities while you are on a parental leave of absence. Please carefully review the information listed below to ensure you understand what the roles and responsibilities are during your leave. Should you have any questions, please do not hesitate to reach out to HR Leave Administration at 704-631-1500.

Please be sure to review our Parental Benefits page for some useful information [https://teammates.atriumhealth.org/Human-Resources/Time-Away/Parental Benefits](https://teammates.atriumhealth.org/Human-Resources/Time-Away/Parental%20Benefits)

## Your Parental Leave Checklist

- Update contact information in YourHRLink, if needed
- Ensure you have submitted the required documents for your leave
- Apply for Short-Term Disability (STD) through The MetLife as outlined in your leave approval letter, if applicable
- Make arrangements to pay for Additional Benefits while on leave to ensure no disruption in coverage:
  - \*Additional Benefits Carriers will make contact within 45 days to set up a direct bill option

## Important Information

<b>Your Pay While on Paid Parental Leave</b>	<ul style="list-style-type: none"><li>• If you take four weeks of paid parental leave, you are paid by Atrium Health, 100% of your base pay.</li><li>• If you give birth, you are paid a total of six weeks of paid leave at 100% of your base pay, combining paid parental leave and additional time for recovery. The compensation is in conjunction with The MetLife STD benefit.<ul style="list-style-type: none"><li>- Within the six weeks of paid leave, Atrium Health will pay 100% of your base pay until your STD benefit begins (either at week two, if you have the STD Buy-Up, or at week three if you do not). When the STD payments begin, you will receive 60% of your pay from The MetLife and 40% of your pay from Atrium Health. Atrium Health continues to pay on the bi-weekly payroll schedule; The MetLife pays weekly.</li></ul></li></ul>
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	<ul style="list-style-type: none"> <li>- You will need to contact The MetLife to initiate your claim by calling 1-800-421-7014.</li> <li>- Once the STD benefit payments end, you may be eligible to begin using PTO time, if approved and if the teammate has PTO and wants to do so.</li> <li>- Your PTO will not automatically start; you are responsible for communicating your PTO plans with your leader and time approver to ensure your pay continues as PTO.</li> </ul> <p><b>*IMPORTANT NOTE:</b> If your first missed day is different from the date on your Certification of Healthcare Provider Form, contact HR Leave Administration <i>immediately</i> at 704-631-1500 to ensure there are no lapses in pay.</p>
<b>Benefits Continuation</b>	<ul style="list-style-type: none"> <li>• Your Core Benefits (Medical, Dental, Vision, HSA or Spending Accounts and Voluntary Life Insurances (Supplemental Life, Spousal Life, Dependent Life, Spousal AD&amp;D and Dependent AD&amp;D) will continue and payroll deductions will continue bi-weekly.</li> <li>• You are responsible for paying for your additional benefits while you are on a Leave of Absence.</li> <li>• *Additional Benefits Carriers will contact you to set up Continuations of Coverage as direct bill (Critical Illness, Hospital Admission, Accident, Legal, Identity Protection Pet Insurance, Universal or Whole Life) within 45 days.</li> </ul>
<b>Additional Benefits Payments and Contacts</b>	<ul style="list-style-type: none"> <li>• Teammates on leave will be contacted by the Additional Benefits carriers to make payment while on leave in order to continue these coverages.</li> <li>• Continuation of Coverage Letters should arrive within 45 days.</li> <li>• Teammates must set up payment with carriers within 30 days or coverage will be dropped.</li> </ul>
<b>Add Your Child to Your Benefits</b>	<ul style="list-style-type: none"> <li>• You will have 31 days from your child’s birth to enroll him/her in your benefits.</li> <li>• You can enroll your child through the Teammate Site: <a href="https://teammates.atriumhealth.org/Benefits%20Enrollment%20Change%20Form">https://teammates.atriumhealth.org/Benefits Enrollment Change Form</a></li> </ul>
<b>What Happens When You Return</b>	<ul style="list-style-type: none"> <li>• Direct Billing on the Additional Benefits will continue unless the carrier is contacted to switch back to payroll deductions. BenefitFocus manages this process and can be reached at 704-631-0263.</li> <li>• Any arrears that incurred while on leave will be deducted from the first paycheck.</li> <li>• Talk with your leader prior to your return date to ensure your return is scheduled.</li> </ul>

<p><b>What Happens If You Don't Return</b></p>	<ul style="list-style-type: none"> <li>• Should you not return and ultimately employment is terminated, you will receive a COBRA packet in the mail within 4 weeks.</li> <li>• All Additional Benefits become your own policies and arrangements on continuing coverage or making any changes should be handled by calling BenefitFocus at 704-631-0263.</li> </ul>
<p><b>How to Handle Open Enrollment</b></p>	<ul style="list-style-type: none"> <li>• During Open Enrollment, you can enroll in the Medical, Dental and Vision Benefits.</li> <li>• You can elect the Health Savings Account and appropriate Flexible Spending Accounts. Deductions will start upon your return and be divided over the remaining pay periods.</li> <li>• Additional Benefits cannot be enrolled in until your return from Leave. Once you return, you may enroll in your Additional Benefits within 31 days.</li> <li>• To view Open Enrollment materials and to enroll, go to <a href="https://teammates.atriumhealth.org/Benefits Guide">https://teammates.atriumhealth.org/Benefits Guide</a></li> </ul>
<p><b>Questions?</b></p>	<p>For questions about <b>Benefits</b>, contact the Benefits Service Center:</p> <ul style="list-style-type: none"> <li>• 704-631-1500</li> <li>• <a href="mailto:HRBenefitsOnline@AtriumHealth.org">HRBenefitsOnline@AtriumHealth.org</a></li> </ul> <p>For questions about <b>Leave of Absence</b>, contact the HR Service Center:</p> <ul style="list-style-type: none"> <li>• 704-631-1500</li> <li>• <a href="mailto:HRServiceCenter@AtriumHealth.org">HRServiceCenter@AtriumHealth.org</a></li> </ul>