

New Parent Leave Guide

Empowering you to take the best advantage of your benefits and policies related to your individual circumstances.



Middlebury



Congratulations on your upcoming addition to your Family!

Middlebury College offers a number of benefits, policies and programs that may pertain to your situation. Learn about all these offerings, help to plan your time and prepare for any other benefits changes ahead.

Over the next few pages you will find information and what you should plan for at the various stages of your Leave. Below you will find a checklist to help you ensure you have taken advantage of the benefits, resources, and policies available to you.

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PRIOR TO LEAVE	
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Apply and complete paperwork (pg 5)	
Notify Supervisors of Intended Dates	
Start UNUM Claim (birth parents only)	
Additional Support (pg 5)	
DURING LEAVE	
Notify UNUM of Delivery Date	
Appropriate Benefit Changes within 30 days	
Check Paycheck for Deductions	
TRANSITION BACK TO WORK	
Additional Resources & Contact Information	
Confirm Return to Work date with Leaves & Accommodations Partner at Middlebury	



Middlebury



PRIOR TO LEAVE

Length of Leave

Family and Medical Leave Policy

In accordance with the Federal law known as Family and Medical Leave Act (FMLA) and the Vermont law known as Vermont Parental Family Leave Act (VPFLA), an employee who has worked at least 1250 hours in the past 12 months and has been employed by The College for at least 1 year is entitled to up to 12 weeks* of unpaid time off for the birth, adoption or foster care placement of a child at any time within 12 months of the birth or placement of the child.

During an FMLA/VPFLA leave, it is our policy to provide job-protected leave and continue benefits for the course of the approved FMLA/VPFLA leave. If you wish to take time off in anything other than a full-time leave (such as intermittent time or intervals), the leave will be at the discretion of your supervisor.

FMLA/VPFLA leave is granted as unpaid time off but you may “fund” this leave by using a combination of CTO/SLR, Paid Parental leave, and short-term disability insurance (if applicable).

**There are other reasons that FMLA/VPFLA leave could be taken including the serious health condition of yourself or a family member. FMLA/VPFLA leave time cannot exceed 12 weeks in total during a rolling 12 month period. The College administers a “blended” policy that incorporates both FMLA and VPFLA laws in one policy.*

More information can be found online at:

<https://www.middlebury.edu/handbook/pages/ii-ug-college-policies/employee/time-away/family-medical-leave/>

Pay Plans

Paid Staff Parental Pay

Full-time staff and benefits-eligible part-time staff with one year of service in a benefits eligible position are eligible for up to six weeks of paid leave for the birth or adoption of a child. Adopted children must be under 18 years of age. *In order to receive paid leave, employees must meet eligibility requirements prior to the date of birth or adoption.*

Parental leave may be used pre- or post-birth or adoption and will be counted as part of the 12 weeks of leave allowed under the FMLA policy (it runs concurrently with FMLA – it is not an additional 6 weeks of leave – it is a method to help “fund” unpaid FMLA time out). Paid Parental leave must be taken within one year of the birth or adoption.

Combined Time off (CTO) and Sick Leave Reserve (SLR)

Employees who wish to use CTO and/or SLR during an FMLA leave (to remain partially or fully paid during their leave) may do so; remember that SLR must be used only when you (the employee) is sick or to care for a sick family member (may be used to care for a birth mother during the time she is considered “disabled” after the birth of the child – usually 6 weeks for a vaginal delivery and 8 weeks for cesarean delivery). SLR may not be used for well-child care.

For information on how CTO and SLR may be accrued and used go to:
Sections 4.2 and 4.3 of the employee handbook
(<http://www.middlebury.edu/about/handbook/employee/>)

Short-Term Disability Insurance (STD): UNUM

A birth parent will likely qualify for STD as long as they are an active participant in the STD insurance plan. STD benefits are paid to qualified participants during the period of disability indicated by the doctor and approved by our insurance carrier.



Disability payments are paid at 60% of wages and begin **after** the employee meets her elimination period of 14 days from the date disability began.

This type of absence must be entered for you by HR per approval from our insurance carrier, UNUM. You will need to verify the delivery date.

TO REQUEST PAPERWORK TO APPLY FOR LEAVE CLICK BELOW
leaves@middlebury.edu

HOW TO FILE A SHORT TERM DISABILITY CLAIM
(click here for details)

Additional Support

Cigna Healthy Pregnancies and Healthy Babies program®

Employees and dependents covered by the College's Cigna medical insurance may enroll in the Healthy Pregnancy and Healthy Babies programs® that provide education and support, free of charge, to having the healthiest pregnancy possible. The program offers gift card incentives when you take part in and finish the program.



To enroll, as soon as you know you are pregnant:

- Visit:
 - <https://www.cigna.com/individuals-families/member-resources/healthy-pregnancies>
 - <https://www.cigna.com/iwov-resources/national-second-sale/docs/806354-health-advocacy-healthy-pregnancies-healthy-babies-brochure.pdf>
- Call: 800-615-2906

DURING LEAVE

Benefit Changes

Medical and Dental insurance for you and your child

Middlebury College offers comprehensive medical and dental insurance plans for all benefits-eligible employees. Employees who are already participating in the College's insurance plan(s) have the opportunity to add new dependents to their coverage *within 30 days of the child's birth/adoption/foster placement*. If the



child is not added within 30 days, coverage generally cannot be changed until the next "open enrollment" period (held annually in November with a January 1st effective date).

To add a new dependent to your coverage, contact benefits@gmhec.org as soon as possible following the birth/adoption/placement. If your coverage level changes (two-person coverage to family coverage, for example) there will be a change in deductions taken from your bi-weekly pay. Coverage is effective as of the birth/adoption/placement date (if paperwork is completed within 30 days of the life event).

See the Benefits enrollment guide for more details, including cost at: <https://www.middlebury.edu/human-resources/benefits>

You may also reach out to **Cigna One Guide** at 888-806-5042. We understand how confusing and overwhelming it can be to review your health plan options. And we want to help by providing the resources you need to make a decision with confidence. That's why Cigna One Guide service is available to you. Call a representative to get personalized, useful guidance. Your personal guide will help you:

- Easily understand the basics of health coverage
- Get answers to any other questions you may have about the plans or provider networks available to you
- Compare plans and make the best choice for your family

Flexible Spending Accounts (FSA)

Middlebury College sponsors both the **Health Care FSA** and the **Dependent Care FSA** programs that allow employees to put aside pre-tax money in order to pay for qualified medical and dependent care expenses.



Employees have up to 30 days following the birth or adoption (and foster placement **in some cases**) of a child to make changes to existing FSA elections or begin an FSA account for dependent care.

Please note that if you or your spouse are enrolled in a High Deductible Health Plan with a Health Savings Account, you are not eligible to enroll in the regular Healthcare FSA but you can instead elect a Limited Purpose FSA.

See more information under the supplemental offerings section of our benefits guide: <https://www.middlebury.edu/human-resources/benefits> or contact benefits@gmhec.org.

Voluntary Life and AD&D insurance coverage of your child

Middlebury College offers optional Supplemental Life and Accidental Death and Dismemberment (AD&D) insurance coverage paid for at the employee's expense. Employees who are already enrolled in Supplemental Life and/or AD&D coverage may add a child to their coverage within 30 days of birth/adoption/foster placement. If not added within 30 days, dependents cannot be enrolled until the next "open enrollment" period (held annually in November with a January 1st effective date).

To add a dependent child to your coverage, contact benefits@gmhec.org. If you already have child life coverage with other dependents, your newborn is automatically covered (The premiums do not change when adding another dependent child to the coverage). You will want to ensure that your newborn is listed under your contacts/people to cover, however. Coverage will be effective on the newborns date of birth.

For information on cost, go to:

<https://www.middlebury.edu/human-resources/benefits>

TRANSITION BACK TO WORK

Breastfeeding Supportive Environment

Middlebury College has been designated by the State of Vermont as a “Breastfeeding Friendly Employer.” The College has developed guidelines that support employees who choose to breastfeed by providing them with:

- A place to breastfeed or express milk,
- Flexibility in schedule to accommodate breastfeeding or milk expression,
- Information and resources,
- An atmosphere of support.

Please see the Breastfeeding Guidelines in the Employee Handbook at:

<https://www.middlebury.edu/handbook/pages/ii-ug-college-policies/employee/benefits/nursing-mothers/>

Cigna provides breastfeeding support and counseling as well as breast pump rentals through the Durable Medical Equipment benefit. To find out more about this benefit contact Carecentrix at 844-457-9810.

Employee & Family Assistance Program (EFAP)

Middlebury College partners with InvestEAP to offer a confidential Employee and Family Assistance Plan (EFAP) for active employees, their dependents, and others residing in the employee's home.



The EFAP provides counseling, support, resources, and referral services for a range of quality of life issues including:

- new parent transition program,
- wellness issues,
- dependent care resources,
- legal issues (planning a will for example),
- and much more!

InvestEAP, our EFAP provider, can be reached 24 hours/day, 7 days/week.

- Call: 866-660-9533
- Visit: www.investeap.org, password: Midd or MIIS
- Learn more at: <https://www.middlebury.edu/human-resources/benefits>

Confirm Return to Work

Support and Contact Information

Benefits: The Green Mountain Higher Education Consortium administers employee benefits for the College. If you have questions about your health insurance, flexible spending, adding a child as a dependent to your voluntary life and/or AD&D coverage, contact your benefits team.

- Email: benefits@gmhec.org
- Call: 802-443-5485



Leaves: The Leaves & Accommodations Partner at Middlebury is available to assist you with planning your leave, Oracle entries, and general support throughout your time away.

- Email: leaves@middlebury.edu
- Call: 802-443-3161