For an example leave calendar, please see the last past of this document.

*Use corresponding colors to indicate planned leave days by type.

For any specific benefit or leave questions, please reference LeaveOfAbsence@RA.Rockwell.com. For any one-stop benefit resource.
Basic Leave Information

Short Term Disability (STD) – Short term disability is a paid leave that begins on the date that the baby is born or, if you opt to use the pre-partum option, it starts 2 weeks prior to the due date. STD runs concurrently with FMLA as they work hand-in-hand to protect your pay and your job while on leave. STD is 6 weeks long for a natural birth and 8 weeks long for a c-section. Those timelines can be extended if there are complications during or after pregnancy. The 2 week pre-partum option is separate from the 6 or 8 weeks aforementioned and does not deduct from those allowances. However, it does deduct from the 12 week FMLA allowance. While on STD, any company holidays that fall during that time will count against the total entitlement (for example, if New Years Eve and New Years day fall during STD, the STD will not be extended by 2 additional days).

Family & Medical Leave Act (FMLA) – FMLA is the job protection piece of maternity leave and up to 12 weeks can be used during and after pregnancy. The FMLA begins as soon as short-term disability begins whether that is pre- or post-partum. While on FMLA, any company holidays that fall during that time will count against the total entitlement. Upon return from leave, you may request any missed pay that is owed from the company holidays that fell during unpaid FMLA. If FMLA is taken on its own it is unpaid and thus healthcare premiums will not be taken out automatically since no paycheck will be distributed. In those cases, Hewitt will send a separate bill for premiums within 30 days of the beginning of the unpaid leave portion.

Parental Leave – Parental leave is a 4 week paid leave that is offered for new parents (both biological and adoptive parents are entitled to this benefit). New parents can begin to use their parental leave starting the date that the baby is born and until the baby’s first birthday. Time off with this leave must be used a minimum of 1 week at a time but can be used as all 1 lump as well. Managers or employees should communicate HR Service Center (either via phone or SAP ticket) when parental leave needs to be added to an employee’s record. To record parental leave, the employee will log into their SAP leave management section and select “parental leave” as the reason code for days being requested.

Vacation – Vacation can be used to extend a maternity leave or cover the unpaid FMLA portions of a leave. Vacation does not roll over from one calendar year to another, just as with typical active employment. Vacation may not be used to supplement the disability portion of a leave (i.e. On the date of birth, STD begins and vacation cannot be used as a substitute).

Maternity Leave Checklist:

☐ Notify the Leave of Absence case management team at LeaveOfAbsence@RA.Rockwell.com up to 6 months prior to your due date
☐ If you are located in a location that offers expectant mother parking, contact the local coordinator to request a spot
☐ Open a claim with Prudential for your short-term disability claim up to 6 weeks prior to your due date by calling 800-842-1718
☐ Review and finalize leave plan with LOA case manager 1 month prior to due date
☐ Provide finalized leave plan to manager and any relevant team members as deemed appropriate
☐ Order breast pump through UHC (if you are enrolled through UHC benefits) up to 30 days prior to due date
☐ Within 48 hours after birth, contact Prudential to report the date of delivery
☐ Within 30 days of birth, add your child as a dependent on your healthcare coverage (if you are enrolled through UHC benefits)
☐ Within 30 days of birth, add your child as a beneficiary
☐ Upon your first day back to work, communicate to your LOA case manager so they can ensure all systems reflect your status as “active”
☐ Upon your return to work, review your location lactation room options and reserve times and dates that are convenient for you
Obtaining a Free Breast Pump (United Healthcare only): Ask your physician for a form stating that you are eligible for a free pump, then use that form to purchase one for free online. You are eligible for a new one each year that you give birth to a child. The form from the physician will have instruction on who to send information to. The free pump may be obtained up to 30 days prior to your due date.

Steps to Adding Dependent onto Healthcare Coverage:
1. Log into Employee Connect and choose the “Your Benefits” tab near the top of the page
2. On the next page, choose the “Your Benefits Resources” hyperlink
3. A new window will appear and you will then choose “Change Your Coverage” tile (it’s a dark blue color) – You may need to select the “Show More” tile in the bottom right corner
4. The next page is the “Life Events” page that has a grey tile titled “Birth or Adoption”
5. Once you choose that tile you will be taken to the final page where there is a button titled “Change your Coverage”
6. Follow the prompts on the following screens to indicate the date of birth, changes to be made, etc.

Note: This must be done within 30 days of giving birth to your child(ren)

Adding a Beneficiary:
1. Log into Employee Connect and choose the “Your Benefits” tab near the top of the page
2. On the next page, choose the “Your Benefits Resources” hyperlink
3. Select the “Select a Beneficiary” tile
4. Choose the “Add Beneficiary” button
5. Follow the prompts to add a beneficiary and determine distribution of benefits
**EXAMPLE MATERNITY LEAVE PLANNER 2019**

If you have any questions regarding your upcoming maternity leave, please contact the LOA Case Managers at LeaveOfAbsence@RA.Rockwell.com. For any specific benefit or leave questions, please reference [http://raquickfind.com](http://raquickfind.com/) your one-stop benefit resource.

### LEAVE OPTIONS

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<tr>
<th>Leave Type</th>
<th>Starting Date</th>
<th>Ending Date</th>
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<tbody>
<tr>
<td>Pre-Partum Short Term Disability (Paid)</td>
<td>03-18-2019</td>
<td>03-29-2019</td>
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<tr>
<td>Short Term Disability (Paid)</td>
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<td>05-10-2019</td>
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<tr>
<td>Family Medical Leave Act (FMLA - Unpaid)</td>
<td>06-03-2019</td>
<td>06-28-2019</td>
</tr>
<tr>
<td>Vacation/Floating Holidays (Paid)</td>
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<td>07-12-2019</td>
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### Calendar

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<tr>
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<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
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<tbody>
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