



AT THE FOREFRONT  
**UChicago**  
**Medicine**  
Ingalls Memorial



# Welcoming a New Child

This guide is intended to help you prepare to take time off to care for your child after a birth, adoption or foster care placement. It includes important steps you need to take before, during and after an approved leave. For additional information, please refer to the [Leaves of Absence, Accommodations and Return to Work](#) website.

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# Your Leave Options

You have options when it comes to taking a leave for a new child. Whether you are a birthing parent or non-birthing parent (i.e., the spouse or legal partner of the birthing parent, or the parent of a child through adoption or foster placement), you are encouraged to take time off to welcome the newest member of your family.

## If You Are the Birthing Parent

You typically get 12 weeks of leave, with the first six to eight weeks of leave from date of birth taken continuously to recover from delivery.

- You must use any available accrued time off first.
- You may receive Short-Term Disability (STD) until recovery (typically six to eight weeks).
- Next, you can use Paid Parental Leave<sup>1</sup> (up to six weeks taken in one continuous block or intermittently in minimum one-week increments).

## If You Are the Non-Birthing Parent

You get up to 12 weeks of leave from date of birth/adoption/foster placement for parental bonding if you are the spouse or legal partner of the birthing parent, or the parent of a child through adoption or foster placement.

- You can use Paid Parental Leave<sup>1</sup> (up to six weeks taken in one continuous block or intermittently in minimum one-week increments).
- After you have exhausted your Paid Parental Leave, you are required to use applicable accrued time.

## Other Considerations

- If you haven't worked 12 months or at least 1,250 hours during the previous year, UChicago Medicine Ingalls Memorial Hospital will work with you regarding your leave needs.
- Notify your supervisor at least 30 days prior to the start of your absence.
- Contact Sedgwick, our leave/disability administrator, at [mysedgwick.com/ucmc](https://mysedgwick.com/ucmc) or **1-855-311-9661** to open a leave. Your notification must include the anticipated length of leave and your expected return-to-work date.
- Inform Sedgwick every time you use Paid Parental Leave in minimum one-week increments. (One-week increments are for paid parental or post-paid parental time).

## If You Experience Complications During Pregnancy

If you have a pregnancy-related disability, you may take time off prior to delivery and/or beyond a typical recovery period. Please contact Sedgwick about an extended disability or leave.

<sup>1</sup> Refer to HR Policies, Collective Bargaining Agreements and Plan documents for more information about Paid Parental Leave eligibility.

# Pay & Benefits While on Leave

To replace your income while on leave, you can use:



## Paid Parental Leave

Effective April 1, 2021, eligible employees can receive up to six weeks of paid leave within a 12-month period to care for and bond with their child following birth, adoption or foster care placement.

You are eligible for this benefit on the first of the month after 30 days of employment and if:

- You are regularly scheduled to work 20 or more hours per week; and
- You are a new biological, adoptive or foster parent (or a same-sex spouse or civil union partner of a biological or adoptive parent) of a child under the age of 18 years.

If you are represented by a labor union, please consult your collective bargaining agreement or bargaining representative for more information regarding eligibility.

## How well do you know your benefits?

Read the [Short-Term Disability Summary Benefit Description](#) for more details about the benefits you may be eligible to receive.

## Short-Term Disability for New Birth Mothers

This program is paid for by UChicago Medicine Ingalls Memorial Hospital to provide financial support during your recovery period. New mothers who are eligible for benefits can use their STD benefit if the requirements below are met:

- All UChicago Medicine Ingalls Memorial STD plans have a waiting period before STD payments are made. Prior to receiving your STD benefit, you must exhaust all your accrued time.
- If you exhaust your accrued time during your recovery period (six to eight weeks), you will receive your STD benefit. Following your recovery period, you may access the Paid Parental Leave benefit.
- If you are the birth mother, you may elect to use Paid Parental Leave to cover the STD waiting period and avoid unpaid time off.
- For more information about your STD benefit, please refer to the [Leaves of Absence, Accommodations and Return to Work](#) website. If you are represented by a labor union, please consult your collective bargaining agreement or bargaining representative for more information regarding eligibility.

## Voluntary STD

- You can supplement your employer-paid STD coverage by electing voluntary STD insurance during Annual Enrollment<sup>1</sup> or as a new employee.
- Voluntary STD is a fully insured product and paid out on a monthly basis by MetLife, the insurance provider.
- After you request a leave with Sedgwick and if you have elected this benefit, MetLife will automatically open a voluntary STD claim for you.

<sup>1</sup> You may be asked by the insurance provider to provide a statement of health to prove you are insurable.

# Examples of Income Replacement During Leave

These scenarios illustrate some of the ways you might be able to replace your income during a leave. They are not meant to cover every possible situation.

## Birthing Parent Using

### Accrued Time Off + Paid Parental Leave

Jessica is a full-time employee and has been saving her accrued time off in preparation for her baby. In addition to six weeks of Paid Parental Leave, Jessica can use up to six weeks of her accrued time off, which is more than enough to cover her 12 weeks of leave at full pay.

 **6 Weeks**  
Accrued Time Off

 **6 Weeks**  
Paid Parental Leave



## Birthing Parent Using

### STD + Paid Parental Leave

Tricia is a full-time employee, but she doesn't have any accrued time off saved. However, UChicago Medicine Ingalls Memorial Hospital's Paid Parental Leave and STD benefits will provide income during most of her leave. Tricia delivers her baby vaginally, so she is entitled to four weeks of STD (after a two-week waiting period) at a percentage of her pay. (Payout percentages vary by employee classification; please refer to the [Short-Term Disability Summary Benefit Description](#) for details.) Tricia may use six weeks of Paid Parental Leave after the disability period. (She also has the option to use a portion of her Paid Parental Leave to cover the STD waiting period and avoid unpaid time off.)

**2 Weeks**  
Unpaid waiting  
period before  
STD begins

 **4 Weeks**  
STD

 **6 Weeks**  
Paid Parental Leave



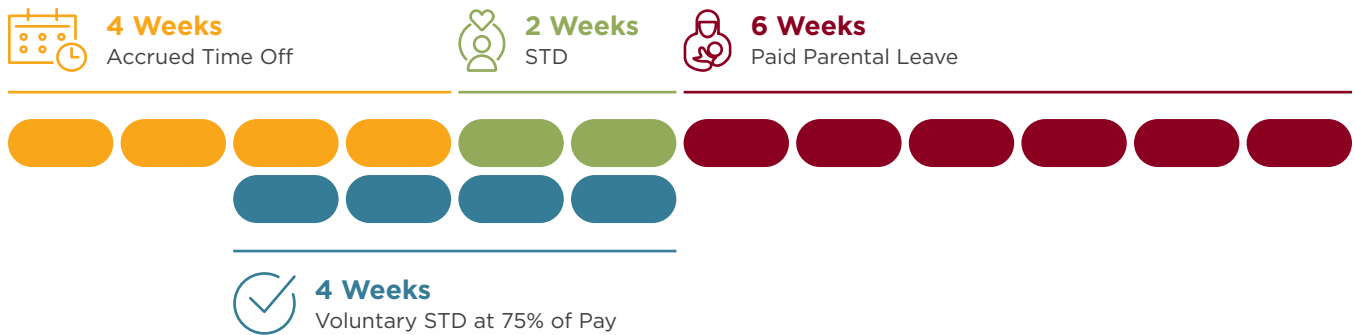
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## Birth Parent Using

### Accrued Time Off + Voluntary STD + STD + Paid Parental Leave

Amber is a full-time employee. In addition to receiving six weeks of Paid Parental Leave, she has saved four weeks of accrued time off. This gives her 10 weeks at full pay. During week five, she will collect her STD benefit, which pays a percentage of her salary. Before becoming pregnant, Amber elected Voluntary STD coverage to give her additional income during her leave. She chose maximum coverage, which provides 75% of her pay. After a two-week waiting period that begins the day she gives birth, Amber will collect the Voluntary STD payment for four weeks. (Note: Voluntary STD payments are paid monthly by the vendor.)



## Non-Birthing Parent Using

### Paid Parental Leave + Accrued Time Off

Jim and his partner are adopting a child. As a non-birthing parent, he is entitled to six weeks of Paid Parental Leave. He also has three weeks of accrued time off that he can use to bond with their new child. Because Paid Parental Leave can be used intermittently (in minimum one-week increments), Jim has the flexibility to use a portion of his Paid Parental Leave, then return to work and accrue more time off to be used at a later time.





# Maintaining Your Benefits While on Leave

While you are on leave, you must continue to pay your portion of the benefits premiums (for medical, life, personal accident insurance) that are usually taken from your paycheck. Those premiums will be taken from any pay you are given while on leave.

For any unpaid time taken during your leave, you still must pay your benefit premiums. You will be billed from Benefits Express (our benefits administrator) or the amount will be deducted from your paycheck when you return to work.



# Resources for Parents

## University of Chicago Medicine Family Birth Center

5841 South Maryland Ave. **773-702-9200**

Special classes for families are offered, including Lamaze, labor prep, infant care, and breastfeeding and post-natal support groups.

## MaterniCare

**1-800-582-1535**

MaterniCare is a voluntary maternity management program specifically designed with the health of you and your baby in mind. Administered by HealthCare Strategies, MaterniCare provides expecting mothers with guidance through pregnancy to parenthood. Enrollment is available at no additional cost for all medical plan enrollees and their dependents (and you can earn a \$200 Amazon gift card for completing the program). The services will complement and support the care you receive from your doctor.

## Fussy Baby Network

**1-888-431-2229**

Run by the Erikson Institute, this network offers parents help and support with a hotline, clinics at the University of Chicago Medicine Comer's Children's Hospital, home visits and parent support groups.

## Bright Horizons Back-Up Care

[clients.brighthouse.com/ucm](https://clients.brighthouse.com/ucm)

The Back-Up Care benefit gives you access to 15 days of low-cost back-up child care when you need it most. Visit the site or search "Back-Up Care" in the App Store or Google Play. Register with employer username UChicagoMedicine; password Benefits4You.

## The University of Chicago Family Resource Center

950 East 61st Street **773-795-5437**

The Family Resource Center is run by the Office of Graduate Student Affairs. It offers classes for children of all ages; parent support groups; and family-friendly events, including holiday parties and Parents Night Out events. The drop-in center is open from 9 a.m. to 5 p.m., Monday to Friday, during the academic year. Parents who are graduate or professional students at the University of Chicago are welcome, and many students have found the Family Resource Center's listserv helpful for meeting other parents, as well as finding babysitters and babysitting swaps, low-cost used children's toys, clothes and furniture.

## Leaves of Absence, Accommodations & Return to Work

[ingalls-laama.com](https://ingalls-laama.com)

This interactive guide provides information and resources regarding taking time off from work, working with an accommodation, and returning to work after a leave.

## Sedgwick (UChicago Medicine's leave/disability administrator)

[mysedgwick.com/ucmc](https://mysedgwick.com/ucmc)

[ucmcinquiries@sedgwick.com](mailto:ucmcinquiries@sedgwick.com)

**1-855-311-9661** Fax: **1-859-825-7048**

Contact Sedgwick for all your leave-related needs, such as requesting a leave, submitting paperwork related to your leave, or learning about the return-to-work process. Sedgwick has a dedicated staff for our leave purposes. If you have questions or require an accommodation, contact Human Resources at **773-702-2355** or [hrrservices@ingalls.org](mailto:hrrservices@ingalls.org).

## Concerns Regarding Pregnancy Discrimination or Bias

If you're concerned you've been discriminated against for being pregnant, contact your Employee and Labor Relations Consultant. If you don't know who your Employee and Labor Relations Consultant is, contact Human Resources Shared Services at **773-702-2355** to be connected to the right consultant.



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## **A Final Word**

This guide provides an overview of leaves of absence related to becoming a parent. In the event of any inconsistency between this guide, plan documents, UChicago Medicine Ingalls Memorial Hospital policies or union contracts, UChicago Medicine Ingalls Memorial Hospital policies or union contracts will govern. UChicago Medicine Ingalls Memorial Hospital reserves the right to modify, amend or terminate any benefit plan or program at any time and for any reason.