

## Maternity Disability Leave Checklist and Procedures

### File Claim With Lincoln Financial Group (formerly called Liberty Mutual)

(CA & NJ also refer to last page for State benefits)

- Claim may be filed up to 30 days prior to due date
- By Phone: (888) 408-7300 - Select Option 2-disability leaves including maternity
- Online: [www.mylincolnportal.com](http://www.mylincolnportal.com). Register as a new user first (enter Maritz as the company code when prompted).
- If claim is filed prior to delivery, contact Lincoln Financial/Liberty Mutual following the birth to provide them with the first day you miss work, delivery date, and type of delivery (normal or cesarean section).
- Lincoln Financial will confirm this information with your doctor and will issue approval of disability benefits to be paid for 6 weeks following the date of birth, or 8 weeks for cesarean deliveries.
  - Disability benefits will begin the first day you are disabled from working
  - For normal deliveries, you will receive all 6 weeks at 100% pay if you have at least 6 months of full-time service or more. If you have less than 6 months, you will receive 60% pay for the lesser of 6 weeks or the number of weeks employed on the first day of leave.
  - For cesarean deliveries, you will receive all 8 weeks at 100% pay if you have at least 5 years of service or more. If you have less than 5 years of service, 100% pay will be received for first 6 weeks and 60% pay will be received for the last 2 weeks. If less than 6 months of service, you will receive 60% pay for the lesser of 8 weeks or the number of weeks employed on the first day of leave.
- If complications arise before or after delivery that cause you to be disabled from working longer than the 6 or 8 weeks for normal pregnancies, contact Lincoln Financial right away so medical documentation can be obtained from your doctor to determine if additional disability benefits can be paid to you. If approved, the number of years of your full-time service will determine if you are eligible to receive all disability benefits at 100% or if a portion will be paid at 60%.
- **If you have one year or more of employment on your first day of leave**, you are eligible for a total of 12 weeks of leave under the federal Family and Medical Leave Act (FMLA), which includes the period of leave for which you are paid disability benefits. When you file your disability claim with Lincoln Financial, they will also automatically open a FMLA claim to run concurrently with your disability claim. You will need to notify Lincoln Financial if you intend to take additional FMLA leave after the disability period ends. You are eligible for up to 6 weeks of 100% Paid Parental leave benefits per rolling 12-month period which will run concurrently with your remaining FMLA time. If you have a c-section and receive 8 weeks of disability pay instead of 6, which means you only have 4 weeks of FMLA leave remaining, you are still eligible to take the full 6 weeks of Paid Parental leave, giving you a total of 14 weeks of paid leave instead of only 12. If you have exhausted all 12 weeks of FMLA with prior leaves in the current 12-month period, you are still eligible for 6 weeks of Paid Parental Leave after your disability pay ends. The 6 weeks of Paid Parental Leave can be taken in one

continuous leave period or in separate blocks of time, provided it is taken in minimum increments of 1 week each time. All 6 weeks of Paid Parental benefits must be taken within one year after the baby's birth. ***Important Note: Paid Parental leave is intended to provide a benefit for those employees who plan to return to work for an indefinite period of time following their leave. If you intend to resign instead of returning to work at the end of your leave, contact the Benefits Department at (636) 827-1160 immediately so that your Paid Parental Leave benefits can be stopped. You will be required to repay any Parental Leave pay you received prior to pay being stopped if you do not return to work.*** For additional information about the Paid Parental benefit, refer to the policy on MyMaritz under My Tools/ Policies and Procedures/Human Resources/Parental and Caregiver Leave Policy.

- **If you have less than one year of employment**, you are not eligible for FMLA or Paid Parental benefits and must return to work at the end of the disability period of leave. The only option to have additional time off is if your manager approves additional time off using your paid vacation or unpaid vacation purchase (up to 4 weeks of unpaid vacation per fiscal year – see the Vacation Purchase Program on MyMaritz for additional details).

**Notify Your Manager and the Benefits Department of your need for leave:**

- Notify your manager and Karen Banderman (Maritz Benefits Department at ([Karen.Banderman@maritz.com](mailto:Karen.Banderman@maritz.com) or 636.827.1160) of your estimated due date. If eligible for FMLA and Paid Parental leave benefits, also provide the total number of weeks you will be off if you plan to take additional leave after the 6 or 8 weeks of disability ends. Your manager needs this information to plan for your workload while on leave, and the Benefits Department needs to know this so they can enter your leave in Workday and instruct payroll how to pay you while on leave.
- Upon your return from leave, notify Karen Banderman so she can return you to active status in Workday and your regular pay can resume promptly.

**Other Information about the leave process:**

- Although Liberty Mutual collects medical documentation and approves disability benefits and FMLA, you will continue to receive your paychecks from Maritz.

**Holidays that occur while you are on leave:**

- Holidays that occur during the period of your leave for which you are receiving disability pay will be paid as a regular paid disability day.
- Holidays that occur during the Paid Parental period of your leave will be paid with holiday pay instead, and then your remaining Parental leave pay will be applied to the rest of your leave following the holiday.
- You must have paid time both the day before and the day after the scheduled holiday in order to receive holiday pay.

**TIME reporting while on leave:**

If you normally only report vacation in TIME, then you do not have to enter anything in TIME for your disability or Paid Parental leave benefits. However, if you normally have to enter something for every day in TIME, use the following codes:

- Paid Absence, STD Paid for the period you are receiving Disability pay
- Paid Absence, PDParentBenDeptAppvd for the period you are receiving Parental Leave pay

**Other important things to consider:**

If you wish to make changes to your Maritz benefits following the baby's birth, **you must enter the desired changes in Workday within 31 days after the delivery date.** Some benefits you may want to change are:

- Adding the baby to your medical plan (dental and vision can be added in a future year during open enrollment since the baby wouldn't be using these services until he/she is older, unless you are already paying for employee+children coverage and want to add the baby to those plans now too)
- Enrolling in or increasing contributions to the Dependent Care Flexible Spending Account (FSA) – (having deductions taken pre-tax from your paycheck to help you pay for daycare or babysitting expenses)
- Enroll in Dependent Child Supplemental Life insurance
- Update your life insurance beneficiaries

Visit **maritzbenefits.com** to obtain additional information about any of the benefit plans listed above.

To make any of the above changes in Workday select the following:

- Benefits
- Change – Benefits
- Benefit Event Type = Birth/Adoption
- Benefit Event Date = date of baby's birth
- Click Submit
- Click the Open button
- Make changes to each plan as needed
- Click Continue at the bottom of each screen until you reach the end
- Click Submit on the final screen to save your elections

Send a copy of the complimentary birth certificate the hospital normally gives you to Michelle Konakci at [michelle.konakci@maritz.com](mailto:michelle.konakci@maritz.com) or fax to (636) 827-4336 so she can approve the benefit change in Workday and complete the enrollment process. Contact Michelle at [michelle.konakci@maritz.com](mailto:michelle.konakci@maritz.com) or (636) 827-4088 if you have questions or need assistance with adding the baby to any of your Maritz benefits.

If there is any period of unpaid leave and you miss any benefit deductions that are normally taken out of your paychecks, we will take double deductions upon your return from leave until you are caught up.

Contact Karen Banderman at [Karen.Banderman@maritz.com](mailto:Karen.Banderman@maritz.com) or (636) 827-1160 if you have questions about the leave process.

**Employees working in CA or NJ:**

Since CA and NJ also provides State Disability benefits, **you must file a disability claim with the State in addition to filing a disability claim for Maritz benefits with Liberty Mutual.** They will provide you with a debit card that will have your State Disability benefits loaded on that card. **We will deduct the amount you receive from the State from your Maritz disability benefits, so it is important for you to notify Karen Banderman in the Benefits Department as soon as you receive these funds.**

CA and NJ also provide Paid Family Leave benefits after the disability benefits end if you meet their eligibility requirements. You must also file for State Paid Family Leave benefits if you will be taking any additional leave after the disability benefits end. **We will deduct the amount you receive from the State from your Maritz Paid Parental Leave benefits, so it is important for you to notify Karen Banderman in the Benefits Department as soon as you receive these funds**

CA and NJ do not count the period of time you are receiving disability benefits towards your 12 weeks of family leave. This means you are eligible to take the 6 weeks of disability leave (or 8 weeks for cesarean delivery), plus an additional 12 weeks of family leave, for a total of 18 weeks of leave (or 20 weeks for cesarean deliveries). If you wish to take the entire 18 weeks, then you would use any remaining vacation and flex time you have for the fiscal year after your disability and Parental Leave benefits are exhausted, and then any additional leave would be unpaid.

**CA employees** can file an online claim for State Disability and Paid Family Leave benefits and obtain additional information about the eligibility requirements and benefits you are eligible to receive at [www.edd.ca.gov/disability](http://www.edd.ca.gov/disability). You must file your State disability claim within 49 days after your leave begins. **Make sure you list your employer's address as the Fenton Mo address: 1375 N. Hwy Drive, Fenton, MO 63099 so that they will send the employer verification form to the Benefits Department to complete. Do not use your current office location you are based out of.**

**NJ employees** can file an online claim for State Disability and Paid Family Leave benefits and obtain additional information about the eligibility requirements and benefits you are eligible to receive at [www.nj.gov/labor](http://www.nj.gov/labor) and selecting *Temporary Disability & Family Leave Insurance* in the left column. You must file your State disability claim within 30 days after your leave begins. **Make sure you list your employer's address as the Fenton Mo address: 1375 N. Hwy Drive, Fenton, MO 63099 so that they will send the employer verification form to the Benefits Department to complete. Do not use your current office location you are based out of.** Once you have filed your claim online, they should give you a code to provide to us for us to enter when we go online to

complete the employer statement once your leave begins. Please provide that code to [karen.Banderman@maritz.com](mailto:karen.Banderman@maritz.com) or (636) 827-1160.