



Penn Medicine
Lancaster General Health



Welcoming Your Child – A Parent's Guide

October 2020



A Parent's Guide for New Additions

Welcoming a new child into the family is exciting!



LG Health knows how important it is for you to prepare for your child's arrival – whether welcoming a new baby or an adopted or foster child into your family. In this guide you will find resources and information on your time off benefits and the valuable resources LG Health makes available to new parents.

Time Away

- Available Leaves & Benefits

Countdown to Arrival

- Planning for arrival
- While You Are Away
- Returning to Work

Other Resources for Parents

- Pregnancy Care
- Childcare Services
- Articles, Guidebooks, & More
- Able Pay
- Care@Work
- Special Delivery Program

Available Leaves and Benefits

Parental Leave

LG Health offers the following Leave of Absence benefits to parents:

Family and Medical Leave Act (FMLA)

A 12 week job protected leave

- Birth Mother – 12 weeks includes both medical recovery and bonding with your newborn
- Non-Birth Parent – 12 weeks of bonding (can be taken anytime in first year of babies life)

NON-FMLA

An employment protected leave

- Birth Mother – a medical recovery leave (typically 6 – 8 weeks + 30 days of bonding (12 weeks maximum)
- Non-Birth Parent – 30 days of bonding (can be taken anytime in first year of babies life)

How Will I Be Paid During My Leave of Absence? *EXAMPLES*

Continuous FMLA LOA – Birth Mother

Birth Mother	1 st 7 Consecutive Calendar Days	8 th Consecutive Calendar Day through Entire Medical Leave	After Medical Release – Additional 20 Consecutive Calendar Days of Bonding	End of STD Bonding Period through End of LOA
	<ul style="list-style-type: none"> PTB Scheduled Medical Self/Family NO PAY (PTB Exhausted) 	<ul style="list-style-type: none"> Short Term Disability (STD) PTB Scheduled Medical Self/Family (STD Exhausted) NO PAY (PTB & STD Exhausted) 	<ul style="list-style-type: none"> Short Term Disability PTB Scheduled Medical Self/Family (STD Exhausted) NO PAY (PTB & STD Exhausted) 	<ul style="list-style-type: none"> PTB Scheduled Medical Self/Family NO PAY (PTB Exhausted)

Continuous FMLA LOA - Birth Spouse, Foster or Adoptive Parent

Birth Spouse, Foster or Adoptive Parent	1 st 7 Consecutive Calendar Days	8 th Consecutive Calendar day of LOA through 27 th Consecutive Calendar Day	Remainder of Leave
	<ul style="list-style-type: none"> PTB Scheduled Medical Self/Family NO PAY (PTB Exhausted) 	<ul style="list-style-type: none"> Short Term Disability (STD) PTB Scheduled Medical Self/Family (STD Exhausted) NO PAY (PTB & STD Exhausted) 	<ul style="list-style-type: none"> PTB Scheduled Medical Self/Family NO PAY (PTB Exhausted)

Preparing for Your New Arrival

4 – 6 months prior



See your physician

- Prenatal health care is very important to both mother and child

Sign up for Special Delivery Program

- Trustmark** provides support during/after pregnancy at no additional cost.
 - Contact Trustmark for more information at 888-785-2229; or
 - Visit their website at [Trustmark Special-Delivery](#)

Contact your Health Insurance Provider

Review Time Off and Leave of Absence policies

- Information can be found in Policy Center on Starnet

Enter a Leave Request in Workday and recommend you make your manager aware of your leave

Enroll in [Care.com](#) for support in planning for baby

Sign up for AblePay to help with out of pocket expenses.

- Contact AblePay for more information 484-292-4000
- Visit their website at www.ablepayhealth.com

**NOT APPLICABLE TO HORIZON HEALTHCARE SERVICE EMPLOYEES

Preparing for Your New Arrival

When Your Child Arrives

Be sure to....

Communicate the start date of your leave to your manager

Enroll your child in LG Health's benefits

- Be sure to enroll your child in applicable benefits within 30 calendar days of the birth through Workday (See Page 10 for instructions)

Health, Dental and/or Vision Coverage

Flexible Spending Accounts (FSA)

Health Saving Account

Get a Social Security Number (SSN) for your child

- A SSN allows you to capture tax benefits that will help defray some child care costs



Consider using an Eliance Health Network Provider....

Woman and Babies Hospital

A **Baby-Friendly hospital offering an optimal level of care for infant feeding and mother/baby bonding**

Maternity services that allow a personalized approach to your care, understanding your preferences and concerns while offering support and education at every step.

- ▶ Practices to Meet the Goals for your Newborns Feeding Needs
- ▶ Understanding the Importance of Rooming In
- ▶ Supportive Breastfeeding Center
- ▶ Enhancing the bonding experience with early Skin to Skin contact
- ▶ Free Baby Weigh Station
- ▶ Offering Outpatient Feeding Assistance with an Individualized Feeding Plan

Women & Babies Hospital Classes for New & Expecting Families

Classes fill up quickly! Call 717-544-3300 for registration and insurance coverage information

See attached Brochure for Details on all Classes

A helpful guide to help you determine which classes you should take and when to take them.

28 – 36 Weeks

- Approaches to Un-Medicated Birth**
- Baby Care Basics**
- Breastfeeding**
- Childbirth Preparation**

Anytime before baby/after baby is born

- Breastfeeding and Returning to Work**
- Night Night Newborn** (up until baby is 8 weeks old)

Anytime before baby

- Father's Boot Camp**
- Grand parenting in the 21st Century**
- Pregnancy Yoga**
- Sibling Class**
- Twins & More**
- Infant CPR**

Your Benefit Considerations

Consider making the following changes:



- Add new addition to medical, dental, and/or vision coverage
- Increase Life Insurance (subject to Evidence of Insurability)
- Elect Dependent Life insurance
- Elect/Increase Dependent Care Flexible Spending (for children under 13) for daycare expenses
- Update your employer provided Retirement Plan & Life Insurance beneficiaries

Your premium payments while you are on leave:



- If while on leave status any portion of your premium is unpaid resulting in no premium deduction(s) for Medical, Dental, and/or Vision Insurance, these premiums will be deducted over several pays upon your return to work

Need more information? Check out **In The Know: What Happens to my benefits when I go on leave?**

Enroll Your Child in Benefits

Employees must complete both “Add a Dependent” and Report a “Life Event/ Coverage Change Event” in Workday within 30 days of the child’s birth or adoption

Benefits: Reporting a Life Event – Add Dependent

Employee

You have **30 days** to report a qualifying life event. If the life event involves a new dependent, this dependent must first be added in Workday before you report the qualified life event and change your elections.

Reporting a Life Event – Add Dependent is a five-step process – 1) Add Dependent, 2) Review Documents, 3) Initiate a Change Benefit Event, 4) Complete Change Benefit Elections, and 5) Submit Change Benefit Event To-Do. **All steps** must be completed to ensure insurance coverage for yourself and your dependents. Failing to complete one or more of the following steps could result in a lack of, or inaccurate coverage.



Note: For a list of qualified life events visit www.lghealthbenefits.com or the Health Benefits Policy on StarNet > Policy Center.

Add Dependent(s)

1. Select the **Benefits** worklet on your home screen.
2. Click **Dependents** within the Change section.
3. Click **Add**.
4. Click the **Edit** icon  to complete the form. Required fields are denoted by asterisks.

If you’d like your new dependent to be added as a beneficiary for life insurance, be sure to select the Use as Beneficiary box and then follow the *Benefits - Life Insurance Beneficiary* quick reference guide to complete the process.



Note: Selecting the Use as Beneficiary box **does not** elect this person as your beneficiary, it only enrolls them as an option for you to elect.

5. Click **Submit**.

Review Documents

6. Immediately after clicking submit you’ll be brought to a confirmation screen that shows you the next step of the process.



Note: The Review Documents step is required when a dependent(s) is added. It can be completed either electronically through Workday or by completing the Dependent Eligibility Audit that is sent by CoreSource via the United States Postal Service.

If you choose to complete it via the Dependent Eligibility Audit click Skip, enter a reason and click OK. You’ll be brought to the next step within the process.

7. Click the Review Documents button to launch the **Review Documents** step.
8. Review the “**Dependent Documentation Matrix**” document for guidance on documentation options you can submit to verify eligibility for each dependent.
9. Click **Select Files** to attach relevant documentation. You may also choose to add a comment to each attachment.
10. Click **Submit**.

In The Know

What happens to my benefits when I go on a Leave of Absence?

HOW ARE BENEFIT DEDUCTIONS PAID WHILE ON LEAVE?

If while on leave status any portion of your leave is unpaid resulting in no premium deduction(s) for Medical, Dental and/or Vision insurance, these premiums will be payroll deducted over several pays upon your return to work.

Upon being placed on leave of absence status, your voluntary premium for any Voluntary Benefit(s) will be handled as follows:

Securian (Minnesota Life) – Voluntary Life: If a premium payment is missed via payroll deduction, Securian will issue an invoice directly to you. You will be responsible for paying that premium directly to Securian while out on leave.

Farmington – Voluntary Short Term Disability: If a premium payment is missed via payroll deduction, Farmington will initiate billing based on the missed deduction and send you a missed deduction letter to your home address.

Health Savings Accounts – These deductions will stop when you enter an unpaid status. You can make arrangements directly with Health Equity to continue the deductions or restart them when you return from leave.

LGHealthBenefitExtras (Corestream) - If 3 premium payments are missed via payroll deduction, Corestream will alert the respective vendor and they will issue an invoice directly to you. You will be responsible for paying that premium while out on leave. Should you miss less than 3 deductions, your premiums will be recalculated upon return to make up for the missed deductions.

AM I ABLE TO CONTINUE USING MY FLEXIBLE SPENDING ACCOUNT(S)?

Employees participating in the Health Care Flexible Spending Account (FSA) will be able to utilize this account while on a Leave of Absence. However, after 5 weeks of leave the benefit will be discontinued. If you would like to continue this benefit, you will need to make payments to Trustmark (877-848-9997) directly. To set up payments, please contact our benefits team: LGH-Benefits@pennmedicine.upenn.edu. Direct billing is through the Trustmark COBRA department. They will send you monthly payment coupons. These payments must be made in 60 days to keep the coverage active. If you do not wish to continue FSA payments during your leave, you may re-elect the benefit upon your return.

Employees participating in the Dependent Care Flexible Spending Account (FSA) will not be able to participate in this account while on a Leave of Absence. IRS guidelines require that both parents are working in order to use this benefit. We will discontinue this coverage on your behalf. You may re-enroll in this benefit upon your return from Leave of Absence.

I HAVE A RETIREMENT LOAN, HOW CAN I MAKE PAYMENTS?

Employees with retirement loans should contact Prudential Retirement at 1-844-544-7381, to ensure loan payments remain current during any period of unpaid Leave of Absence.

I have Lancaster General Health Insurance.....

What Benefit Coverages are available when enrolled in LG Health Medical Programs:

Covered expenses shall include charges for Lancaster General Health approved group health education courses for the following programs:

- ▶ Pre & Post Natal Education
- ▶ Childbirth class: 80% attendance – reimbursement \$70
- ▶ Baby Care Basics: 80% attendance – reimbursement \$25
- ▶ Father's Boot Camp: reimbursement \$25
- ▶ Breastfeeding Class: 80% attendance – reimbursement \$25
- ▶ Breastfeeding and Returning to Work Class: 80% attendance – reimbursement \$15

After Your Child Arrives

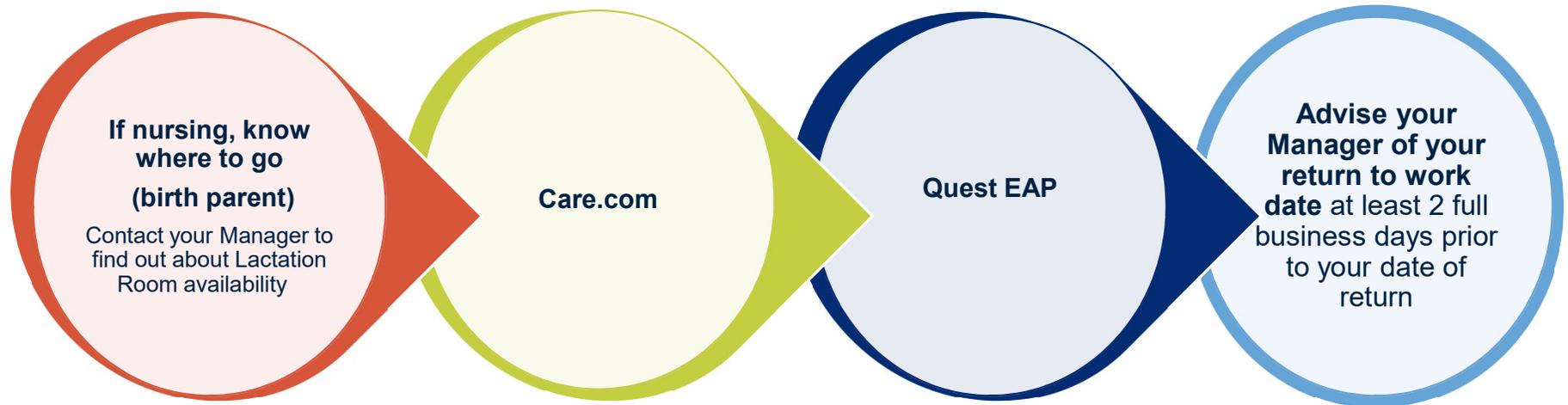
During your bonding period



- Update or create a will to ensure your new addition is protected
 - Information is available through Quest EAP Legal and Financial Services
 - Call **1-888-254-8104** and use employer code: QEAP-LGH; or
 - Via their website, navigate to www.worklife-benefits.com and enter User Name: qeap and Password: lfs (legal financial services)
- Start childcare plans early
 - LG Health offers subsidies to employees who enroll in Chesterbrook Academy @ College Hill
- Stock up on supplies (if using a childcare provider)
 - Make a checklist of all the things your child needs; buy things like breast milk bags, nursing pads, and diapers in bulk
- Check out local and nationwide discounts through LG Health Benefit Extras.
 - Visit their website: www.lghealthbenefitextras.com to explore discounts

Returning to Work After Your Child Arrives

Easing the transition back to work



Nursing Mothers Information & Lactation Room Location

Lancaster General Health is committed to maintain a family friendly workplace and supporting the health and well-being of our employees. Nursing mothers will be provided with support, space, and time for managing lactation responsibilities at work. Employees are encouraged to meet with their manager to establish a flexible work schedule that allows for sufficient break times.

Private Lactation rooms are equipped with a chair, table, electrical outlets, light, doors labeled indicating room in use, trashcan, paper towels and sanitizer. A hospital grade pump is available for use. Mothers are responsible for providing personal storage of the breast milk.

- ▶ Duke Street Locations:
 - Employee Service Center
 - Employee Health
 - Outside Physical Medicine & Rehab Department
- ▶ Suburban Outpatient Pavilion – 2108 Building– 3rd Floor
- ▶ Norlanco Outpatient Center – located in Ultrasound/Mammography Hallway
- ▶ BURLE – Kitchen area located near conference rooms/outside of LGHP Administration area
- ▶ Women & Babies Hospital – located in Couplet Care Unit

Important Contact Information

Your resource center....

Program	Contact
LG Health Policies	Visit Policy Center on Starnet
Leaves of Absence	Carol McCall Leave Administrator Carol.McCall@penmedicine.upenn.edu 1-717-544-4105
Health Insurance and Special Delivery Program	Trustmark www.mytrustmarkbenefits.com 1-877-848-9997 (Insurance Benefits) 1-888-785-2229 (Special Delivery)
Chesterbrook Academy at College Hill	Chesterbrook Academy 1-877-959-4183 (M-F 6a-6p)
Child and Family Care Benefits	Care.com Membership Lghealth.care.com Your dependent must be in Workday and under 13 years of age.
Convenience Pharmacy at Lancaster General Hospital	555 N Duke St. Lancaster, PA 17602 Hours: 7am-6pm (M-F) 9am-3pm (Sat) Closed Sunday & Holidays 1-717-544-5929
Convenience Pharmacy at Suburban Outpatient Pavilion	2100 Harrisburg Pike, Lancaster, PA 17601 Hours: 8:30am-5pm (M-F) Closed Saturday, Sunday & Holidays 1-717-544-3154
Convenience Pharmacy at Kissel Hill	51 Peters Rd, Lititz, PA 17543 Hours: 8am-5:30pm (M-F) Closed Saturday, Sunday & Holidays 717-627-7689

Additional Resources

Program	Contact
Supplemental Nutrition Assistance Program (SNAP)	1-800-221-5689
Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	1-800-221-5689 Fact Sheet: https://fns-prod.azureedge.net/sites/default/files/wic/wic-fact-sheet.pdf
Child Care Information Services (CCIS)	1-717-393-4004
Quest EAP	Quest EAP 1-800-364-6352
United Way	1910 Harrington Drive, Suite A, Lancaster PA 17601 1-717-394-0731
Healthy Beginnings Plus for pregnant women who are income eligible	1-717-544-4305
Nurse Family Partnership for employees parenting for 1 st baby & who are income eligible (must enter before 28 weeks of pregnancy)	1-717-544-1952
LaLeche League provides support, encouragement and education for a better understanding of breast feeding	1-800-525-3243 (administration office)

Thank you for taking the time to review the Parental Guide.

Please email Sarah Gordner, confirming you have read the Parental Guide, and you will automatically be entered in a random drawing to receive a \$20 Amazon gift card. If your name is chosen, you will receive an email notifying you that the gift card has been mailed to your home address. (Sarah.Gordner@pennterms.upenn.edu)

Best Wishes to You and Your Family!



Penn Medicine
Lancaster General Health

