



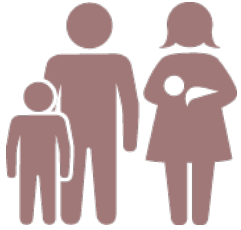
Welcoming Your Child – A Parent's Guide

August 2021



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

Preparing for Your New Arrival

4 – 6 months prior



- 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



Time Off



Request

Leave of Absence

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 + 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) Voluntary STD if applicable 	<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) Keep up to 40 hours of PTB (Optional)
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) Keep up to 40 hours of PTB (Optional) 	

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

- If you do not have LG Health medical coverage, please contact your insurance provider as they may offer special program for you and to learn more about your plan design.

**NOT APPLICABLE TO HORIZON HEALTHCARE SERVICE EMPLOYEES

Preparing for Your New Arrival

When Your Child Arrives

- Communicate the date of your baby's birth 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 12 for instructions)
 - Health, Dental and/or Vision Coverage
 - Flexible Spending Accounts (FSA)
 - Health Saving Account
- Get a Social Security Number (SSN) for your child**



Consider using an Eliance Health Network Provider....

Women 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

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**

I have Lancaster General Health Insurance.....

What Health Education Classes are reimbursable 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

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 Voluntary Short Term Disability insurance
- Elect/Increase Dependent Care Flexible Spending (for children under 13) for daycare expenses
- Update your employer provided Retirement Plan & Life Insurance beneficiaries
- Enroll into AblePay to help cover medical expenses.

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 upon your return to work

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

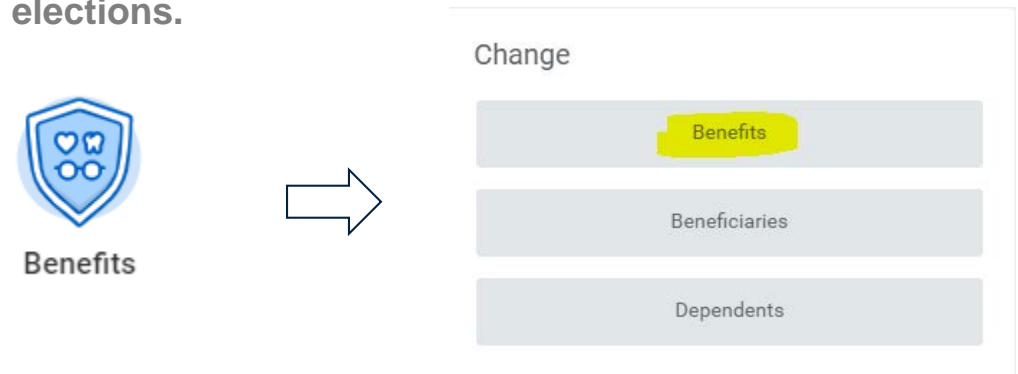
Enroll Your Child in Benefits

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

Step 1: Add your newborn as a dependent.
Once you have Saved their information, now
you can submit your life event.



Step 2: Submit the life event in workday. The life event will be Birth/Adoption and enter the date of birth. You will then be able to MANAGE each benefit and add your newborn to your benefits. Be sure to Review & Sign and SUBMIT to finalize elections.



* Note: Both steps above and sending Trustmark a copy of the birth certificate must be completed in order for coverage to be approved.

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.

UNUM – Voluntary Short Term Disability: If a premium payment is missed via payroll deduction, you will not be billed for the missed premium

Health Savings Accounts – These deductions will stop when you enter an unpaid status.

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)?

If you have a medical flexible spending account or daycare flexible spending account and continue to receive pay, contributions will continue to be withheld from your pay.

Daycare claims for the period of time that you are on leave would be ineligible for reimbursement. If you wish to suspend your contributions during leave and/or resume contributions upon return from leave, please reach out to the Benefits team at lgh-benefits@pennmedicine.upenn.edu.

Medical flexible spending account claims are only eligible for reimbursement the period of time that you make contributions. If you wish to suspend your contributions during leave and/or resume contributions upon return from leave, please reach out to the Benefits team at lgh-benefits@pennmedicine.upenn.edu.

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

Employees with retirement loans should contact Fidelity, to ensure loan payments remain current during any period of unpaid Leave of Absence.

After Your Child Arrives

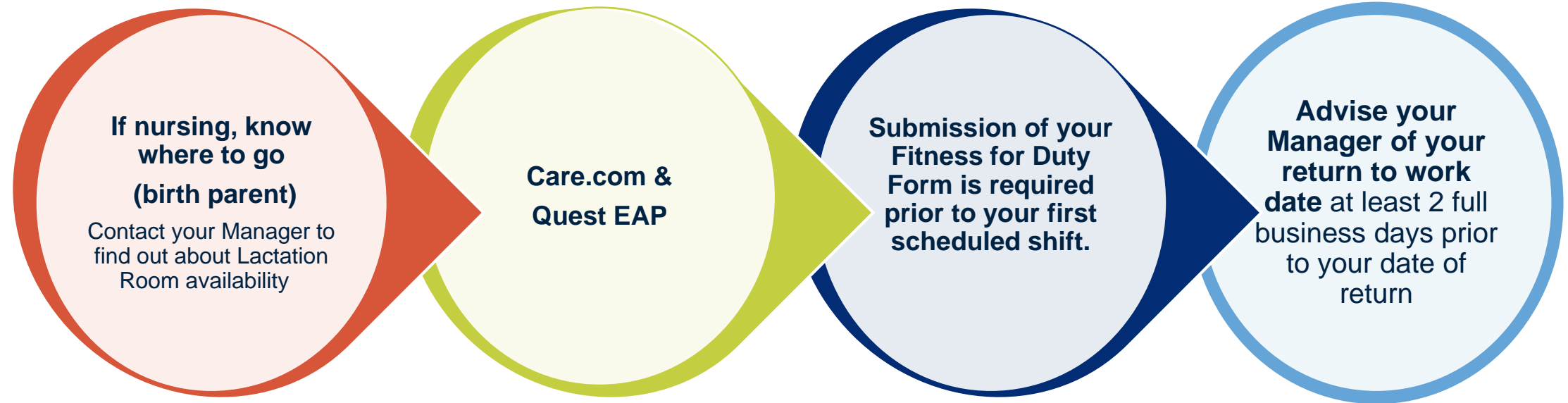
During your bonding period



- 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
- ▶ Mill Building, Lititz – located on Ground Floor
- ▶ Commercial Avenue, East Petersburg – located near Accounting Offices

Important Contact Information

Your resource center....

Program	Contact
LG Health Policies	Visit Policy Center on Starnet
Leaves of Absence	Carol McCall & Sarah Gordner Leave Administrative Team Sm-LeaveOfAbsenceLGH@pennteam.upenn.edu
Health Insurance and Special Delivery Program	Trustmark www.mytrustmarkbenefits.com 1-877-848-9997 (Insurance Benefits) 1-888-785-2229 (Special Delivery)
Your Community Connections	Your Community Connections www.lghealthbenefits.com/your-community-connections Find solutions when you are facing difficulties and need confidential access to trusted resources.
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

Important Contact Information continued....

Program	Contact
Learning Care Group	Learning Care Group (formerly UGro) 1-717-561-2201 https://www.lghealthbenefits.com/wp-content/uploads/2020/05/U-GRO_LGH.pdf
KinderCare	KinderCare https://www.kindercare.com/employee-benefits/lancaster-general-health 1-888-525-2780
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.

Additional Resources

Program	Contact
Supplemental Nutrition Assistance Program (SNAP)	1-800-221-5689
Able Pay	484-292-4000
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)



Penn Medicine
Lancaster General Health

