



**Penn Medicine**  
Lancaster General Health



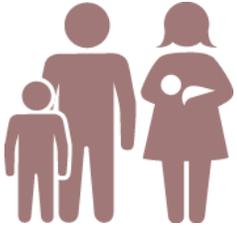
## Welcoming Your Child – A Parent's Guide

December 2023



# 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

# New Benefits effective July 1, 2022

## Adoption/Surrogacy

- ▶ Reimbursement for qualified expenses up to \$15,000

## Paid Parental Time

- ▶ 4 weeks of PPT following the birth or adoption placement of dependent child

# Paid Parental Time

- **Eligibility - .5 FTE or greater and six months of employment**
- **Four weeks of paid parental time**

# 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*

Birth Mother	1 <sup>st</sup> 7 Consecutive Calendar Days	8 <sup>th</sup> Consecutive Calendar Day through Entire Medical Leave	After Medical Release – Paid Parental Time for bonding
	<ul style="list-style-type: none"> <li>• PTB Scheduled Medical Self/Family</li> <li>• Paid Parental Time (PTB exhausted)</li> </ul>	<ul style="list-style-type: none"> <li>• Short Term Disability (STD)</li> <li>• Paid Parental Time (STD Exhausted)</li> <li>• PTB Scheduled Medical Self/Family (STD Exhausted; after 4 weeks of PPT)</li> <li>• NO PAY (STD, PPT, PTB Exhausted)</li> <li>• Voluntary STD if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• PTB Scheduled Medical Self/Family</li> <li>• Paid Parental Time</li> <li>• NO PAY (PTB exhausted)</li> <li>• (keep up to 40 hours of PTB optional)</li> </ul>
Birth Spouse, Foster or Adoptive Parent	Paid Parental Time/Adoption 4 weeks	Remainder of Leave	
	<ul style="list-style-type: none"> <li>• Paid Parental Time</li> </ul>	<ul style="list-style-type: none"> <li>• PTB Scheduled Medical Self/Family</li> <li>• NO PAY (PTB Exhausted)</li> <li>• Keep up to 40 hours of PTB (Optional)</li> </ul>	

# 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)

Medical/Prescription, Dental and/or Vision

Flexible Spending Accounts: Health Care Flexible Spending Account (HCFSA) and or Dependent Care Flexible Spending Account (DCFSA)

Health Saving Account (HAS) \*only for employees who elect to participate in the LG Consumer Plan

**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
- ▶ 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 \$20
- ▶ 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 note: premiums that cross CY will be deducted post tax

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

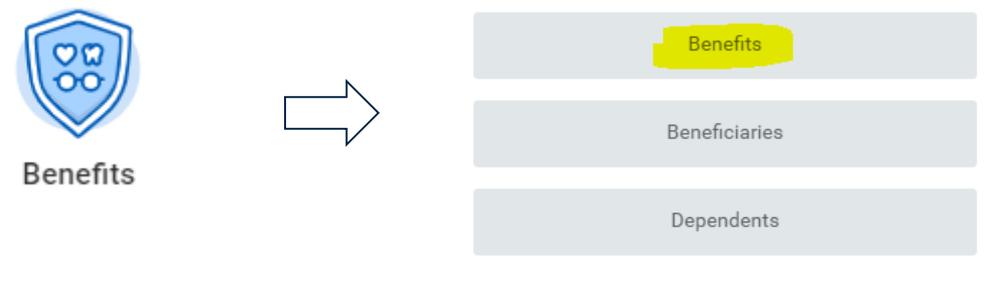
# Enroll Your Child in Benefits

**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 along with required documentation to verify identity and eligibility. After the documentation for your dependent is submitted, it would be routed to Benefits Team for review and approval. Once the dependent is approved by the benefits team, you will receive a To Do: Initiate a Change Benefit Event.



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



# 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. \*crossover of CY will be deducted post tax

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](mailto: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](mailto: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](http://www.worklife-benefits.com) and enter User Name: qeap and Password: lfs (legal financial services)
- Start childcare plans early
  - ▶ Penn Medicine Lancaster General Health employees are offered special discounted rates at Chesterbrook Academy, Learning Care Group (formerly UGro) and KinderCare. Visit <https://www.lghealthbenefits.com/mybenefits/additional-benefits/#discountedchildcare> for more information.
  - ▶ Penn Medicine employees (0.5 FTE or greater) are able to sign up for, employer-paid care giver advocacy program, Wellthy. Wellthy is a leading caregiving support solution which provides personalized support to help you tackle the logistical and administrative tasks of finding the right in-home nanny or day care; evaluating local camps, clinics, day programs, and other activities; sourcing supplemental academic support; and more. To Create an Account - [join.wellthy.com/uphs](http://join.wellthy.com/uphs) > Click GET STARTED

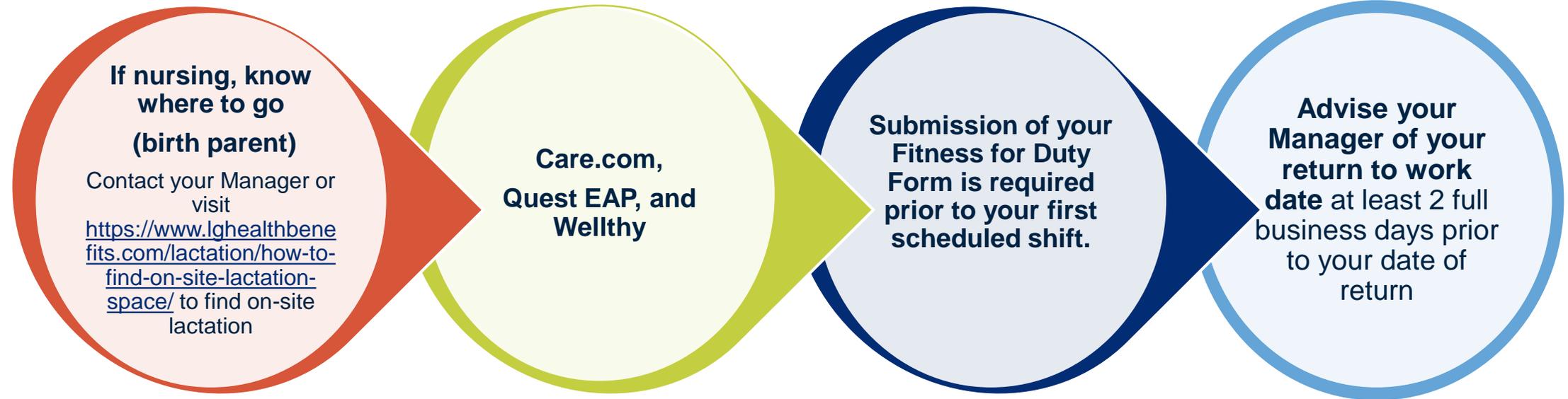
# After Your Child Arrives Continued

## During your Bonding Period

- 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](http://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
  - Outside Physical Medicine & Rehab Department
  - James Street Lobby (Second Level behind the children's play area) \*\*\*
  - Waiting Area between 6 East & West \*\*\*
- ▶ Suburban Outpatient Pavilion – 2108 Building– 3rd Floor
- ▶ Norlanco Outpatient Center – located in Ultrasound/Mammography Hallway
- ▶ Women & Babies Hospital – located in Couplet Care Unit
- ▶ Mill Building, Lititz – located on Ground Floor
- ▶ Commercial Avenue, East Petersburg – located near Accounting Offices
- ▶ \*\*\* Mamava breastfeeding pods
- ▶ <https://www.lghealthbenefits.com/lactation/>

# Mamava Breastfeeding Pods

Great news! Penn Medicine Lancaster General Health has partnered with Mamava, the leading expert in lactation space design, to offer breastfeeding employees private and comfortable Mamava pods for pumping or nursing.

**These two new LG Health pods will be located at Lancaster General Hospital** in the James Street Lobby (2<sup>nd</sup> level behind the Children's Play Area) and in the Waiting area (short hall) between 6 East and West.

## Here are some key features of Mamava breastfeeding pods:

- ▶ 1. **Easy access:** The Mamava app unlocks the pod with the touch of a button—no need to ask for a key.
- ▶ 2. **Total privacy:** Once inside, parents can deadbolt the door for peace of mind. Others who need the pod can sign up for vacancy alerts in the Mamava app so they know when the pod is free.
- ▶ 3. **Designed for pumping:** The Mamava pod has a comfortable bench, outlets (and a USB port), and a shelf for a breast pump. Plus, the pod's easy-to-clean surfaces provide a sanitary space to pump.
- ▶
- ▶ **How do LG Health employees gain access to utilize a Mamava pod?** The easiest way is with the free Mamava app, which opens the pods—via Bluetooth—with a press of a button. The app also shows pod availability, occupancy status, and offers vacancy alerts. This free app is available either via the IOS App Store or Google Play.

# Important Contact Information

Program	Contact
<b>LG Health Policies</b>	Visit Policy Center on Starnet
<b>Leaves of Absence</b>	Carol McCall & Hannah Zangari Leave Administrative Team <a href="mailto:Sm-LeaveOfAbsenceLGH@penmedicine.upenn.edu">Sm-LeaveOfAbsenceLGH@penmedicine.upenn.edu</a>
<b>Health Insurance</b>	Capital <a href="http://www.myhealthtoolkitcapital.com">www.myhealthtoolkitcapital.com</a> 833-584-1828
<b>Your Community Connections</b>	Your Community Connections <a href="http://www.lghealthbenefits.com/your-community-connections">www.lghealthbenefits.com/your-community-connections</a> Find solutions when you are facing difficulties and need confidential access to trusted resources.
<b>Child and Family Care Benefits</b>	Care.com Membership <a href="http://Lghealth.care.com">Lghealth.care.com</a> Your dependent must be in Workday and under 13 years of age.
<b>Convenience Pharmacy at Lancaster General Hospital</b>	555 N Duke St. Lancaster, PA 17602 1-717-544-5929 Hours: 7am-6pm (M-F) 9am-3pm (Sat) Closed Sunday & Holidays
<b>Convenience Pharmacy at Suburban Outpatient Pavilion</b>	2100 Harrisburg Pike, Lancaster, PA 17601 1-717-544-3154 Hours: 8am-5pm (M-F) Closed Saturday, Sunday & Holidays
<b>Convenience Pharmacy at Kissel Hill</b>	51 Peters Rd, Lititz, PA 17543 717-627-7689 Hours: 8am-7:30pm (M-F) Closed Saturday, Sunday & Holidays
<b>Convenience Pharmacy Columbia</b>	306 N 7 <sup>th</sup> Street Columbia, PA 17512 1-717-684-1450 Hours: Monday – Thursday 8 am – 6 pm Friday: 8 am – 5 pm Closed: Saturday, Sunday,

# Important Contact Information continued....

Program	Contact
<b>Learning Care Group</b>	Learning Care Group (formerly UGro) 1-717-561-2201 <a href="#">U-GRO_LGH-rev.-06-2023.pdf (lghealthbenefits.com)</a>
<b>KinderCare</b>	KinderCare <a href="https://www.kindercare.com/employee-benefits/lancaster-general-health">https://www.kindercare.com/employee-benefits/lancaster-general-health</a> 1-888-525-2780
<b>Chesterbrook Academy at College Hill</b>	Chesterbrook Academy 1-877-959-4183 (M-F 6a-6p)
<b>Child and Family Care Benefits</b>	<ul style="list-style-type: none"> <li>➤ Care.com Membership               <ul style="list-style-type: none"> <li>• <a href="http://Lghealth.care.com">Lghealth.care.com</a></li> <li>• Your dependent must be in Workday and under 13 years of age.</li> </ul> </li> <li>➤ Wellthy               <ul style="list-style-type: none"> <li>• To Create an Account – <a href="http://join.wellthy.com/uphs">join.wellthy.com/uphs</a> &gt; Click GET STARTED</li> </ul> </li> </ul>

# Additional Resources

Program	Contact
Supplemental Nutrition Assistance Program (SNAP)	1-800-221-5689
Able Pay	484-292-4000
<u>Special Supplemental Nutrition Program for Women, Infants and Children (WIC)</u>	1-800-221-5689
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 <sup>st</sup> 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)
<u>Lead Free Families</u>	717-544-LEAD (5323) or Info@LeadFreeFamilies.org



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