



Your Parental Leave Checklist

What to do when taking parental leave and helpful tips to consider

We understand how busy you are and how wonderful, yet stressful, this time can be, so we've prepared this parental leave checklist to make your life easier. It explains what you need to do before your child arrives, after your child arrives and when you are ready to return to work.

The items with a checkbox are required steps.

▶ The items with an arrow are helpful tips to consider.

TYPES OF LEAVE FOR NEW PARENTS



Parental Leave

Employees who are parents through biological birth, adoption, surrogacy or foster care placement are eligible to take time off from work and receive 100% of base pay for up to two weeks (10 business days). You may take this time all at once, or in one-day (eight-hour) increments for up to one year following the baby's date of birth or new child event (e.g., adoption date).



Pregnancy Leave

Employees who are birthing mothers are eligible to receive 100% of base pay from the date of delivery for up to eight weeks (40 business days) in addition to the two weeks (10 business days) of parental leave for a total of 10 weeks (50 business days).

Please note that these leaves run concurrent with disability benefits and any statutory leaves (e.g., family medical leave).

BEFORE YOUR CHILD ARRIVES

- ❑ Call The Hartford, our parental leave administrator, at **866.262.7316** to let them know when you expect your new child to arrive by birth or adoption. Or, you may submit the notification online at **AbilityAdvantage.TheHartford.com**. The first time you visit the site, select the new user registration option and follow the instructions to complete the notification.
- ❑ Notify your manager as soon as possible, at least 31 days before you expect your new child to arrive.
- ❑ For birthing parents eligible for state disability or pregnancy benefits, you may need to file a disability claim with your work state. Employees who work in the following states should file a disability benefit with the state: California, Connecticut, District of Columbia, Massachusetts, New Jersey, Rhode Island, Puerto Rico and Washington. Additional statutory programs are anticipated to become available. For employees who work in Hawaii and New York, The Hartford will assist with processing your claim.

HELPFUL TIPS TO CONSIDER

- Take advantage of special medical plan benefits for expectant moms. Call your **carrier** directly to learn about additional resources.
- Our **Employee Assistance Program (EAP)** offers a new child kit as well as an adoption assistance kit when you use the Family Source services. These services include information about parenting classes, lactation coaches, care options, highest rated car seats/baby equipment, mommy/daddy and me classes, multiple-birth discount options and several other resources. Visit **GuidanceResources.com** (enter AECOM as the company code to register if it's your first visit). Or call ComPsych, our EAP provider, **866.501.7962**.
- If you have a **dependent day care flexible spending account (FSA)**, you are eligible to submit expenses incurred up to your date of leave. You have **90 days from the end of the calendar year** to submit a claim for reimbursement of those expenses.

AFTER YOUR CHILD ARRIVES

Checklist for Birthing Parents

- As soon as possible after your child's birth, call The Hartford at **866.262.7316** to let them know your child has arrived.
- If you work up to the time you deliver, you will begin to receive 100 percent of your base pay provided you have filed your claim with The Hartford. The 66.67 percent short-term disability (STD) payment will be paid directly from The Hartford. Employees who work in a state with a statutory disability benefit may need to apply for disability benefits with the state and may receive a portion of their STD benefit from both The Hartford and the state. You will continue to receive a paycheck from AECOM for the Pregnancy Leave pay offset (usually 33.33 percent) and Parental Leave pay, and benefit payments will continue to be deducted from your pay. There is no need to fill out a timesheet in this case. If you deliver in the middle of a work week, you need to complete a timesheet for any time worked.
- If you need to be out before delivering the baby, and you would like to use Paid Time Off (PTO) during the five business-day STD waiting period, you will need to complete your timesheet accordingly.
- If there are any changes associated with your leave, call The Hartford at **866.262.7316**. Notify The Hartford in a timely manner to avoid a delay of benefit payment.
- IMPORTANT** If you want to add your child to your AECOM medical, dental and/or vision coverage, **you must do so within 31 days of the date of your child's birth or adoption**. You do not have to wait until you receive your child's birth certificate or Social Security number. To enroll your child, please call the Benefits Services Center at **844.779.9567**.

Checklist for Non-Birthing Parents

- As soon as possible after your child's birth, call The Hartford at **866.262.7316** to let them know your child has arrived.
- Provide child's arrival date and proof of birth, adoption or foster care as requested by The Hartford.
- Provide the dates that you plan to take Parental Leave to The Hartford. Parental Leave may be taken continuously or intermittently and must be taken in full-day (8-hour) increments. For employees who work a part-time schedule, the full-day increment will be prorated. The Hartford notifies the AECOM LOA Benefits Group once dates of Parental Leave are approved.
- The following information explains timesheet requirements:
 - If you are a non-exempt employee, you do not need to complete a timesheet.
 - If you are an exempt employee, you will need to complete your timesheet using the appropriate timesheet code below based on your business group:
 - Corporate - charge code: 03001001 (LWOP), Task code: 82 (Parental), Type: Approved LWOP
 - DCS - charge code: 04101001(LWOP) Task code: 82 (Parental), Type: Approved LWOP
 - CM - charge code: 05191001(LWOP), Task code: 82 (Parental), Type: Approved LWOP
 - If you typically work an alternate schedule arrangement and are taking parental leave intermittently one day at a time, you may supplement with PTO. For example, if you are working a 9/80 schedule and take a day of Parental Leave intermittently, you may supplement the eight hours of paid parental leave with one hour of PTO on a nine-hour day.
- If there are any changes associated with your leave, call The Hartford at **866.262.7316**. Notify The Hartford in a timely manner to avoid a delay of benefit payment. The LWOP timesheet code functions as a placeholder and does not generate a benefit payment. The benefit is processed when the AECOM LOA Benefits Group receives an approval notification from The Hartford.
- IMPORTANT** If you want to add your child to your AECOM medical, dental and/or vision coverage, **you must do so within 31 days of the date of your child's birth or adoption**. You do not have to wait until you receive your child's birth certificate or Social Security number. To enroll your child, please call the Benefits Services Center at **844.779.9567**.

HELPFUL TIPS TO CONSIDER

- If you are on a continuous parental or pregnancy leave, your dependent day care flexible spending account (FSA) and Commuter Benefit contributions will stop.
- You may want to apply for or increase supplemental life insurance coverage. Visit myAECOMbenefits.com or call the Benefits Service Center at **844.779.9567**. Remember that you must do so within 31 days of your child's birth or adoption.
- You may want to add your child as a beneficiary for your life insurance. Visit myAECOMbenefits.com or call the Benefits Service Center at **844.779.9567**.
- If the dates of your leave change or are altered from the original dates you reported to The Hartford, please make sure you notify your manager AND The Hartford so that your hours may be paid in a timely manner.
- If you remain on a continuous statutory leave after pregnancy and parental leave end, you will pay for your benefit premiums via direct bill. You will receive a monthly invoice for any eligible enrolled benefits.
- Some states offer paid and unpaid family leave benefits in addition to AECOM paid pregnancy and parental leave benefits. If you work in New York, please contact The Hartford to apply for NYPFL benefits. For all other states, please contact The Hartford and also your state agency.
- If you have not already established a flexible work arrangement option with your manager or HR Partner, take this time to consider if this is the right option for you when you return to work from a pregnancy and/or parental leave.

WHEN YOU ARE READY TO RETURN TO WORK

- ❑ If you are a birthing mother on disability, please email LOA@AECOM.com with your return to work date.
- ❑ Submit “fit for duty” certification to your supervisor before you return to work. There are two ways you can do this:
 - Have your physician complete the certification form provided by The Hartford, or
 - Have your physician provide a note stating that you can return to work.
- ❑ If you would like to request a flexible work arrangement under **Freedom to Grow (F2G)**, talk to your manager and HR Partner.

HELPFUL TIPS TO CONSIDER

- Find caregiver services through [Care.com](https://www.care.com). AECOM offers you free access to this valuable resource, which allows you to search a database of caregivers for every day, last-minute or backup childcare — in your home or at a childcare center. You can also find other service providers, such as house cleaners, pet sitters and tutors. In addition to paying your Care.com membership for you, AECOM subsidizes back-up care services when you need to find a last-minute replacement for your regular caregiver. Visit [AECOM.Care.com](https://www.aecom.care.com) or call Care.com directly at **855.781.1303** between 10 a.m. and 6 p.m. Eastern Time.
- Explore the helpful family resources available through our **Employee Assistance Program (EAP)**. You can get help finding childcare, house cleaning and other services that help you manage your new day-to-day life. Visit [GuidanceResources.com](https://www.guidanceresources.com) and enter AECOM as the company code to register if this is your first time using the site. Or call ComPsych, our EAP provider, at **866.501.7962**.
- Consider enrolling or re-enrolling in the **dependent day care flexible spending account (FSA)**. Visit [myAECOMbenefits.com](https://myaecombenefits.com) or call the Benefits Service Center at **844.779.9567** within 31 days of your return to work date.
- Consider enrolling or re-enrolling in the **Commuter Benefits** program. Visit [myAECOMbenefits.com](https://myaecombenefits.com) or call the Benefits Service Center at **844.779.9567** within 31 days of your return to work date.



IF YOU NEED ASSISTANCE

If you have questions about taking leave, call The Hartford at **866.262.7316**.

For answers to frequently asked questions, see the [Paid Parental Leave FAQs](#).

If you need additional assistance, please email: LOA@AECOM.COM

To learn about all your AECOM benefits, visit [AECOMbenefits.com](https://www.aecombenefits.com) (no login is required).

To access your personalized benefits information and manage your benefits online, visit [myAECOMbenefits.com](https://myaecombenefits.com).

If you have questions about or need assistance with your benefits, call the **AECOM Benefits Service Center** at **844.779.9567** (+ 1 312.843.5091 outside the U.S.), between 8 a.m. and 8 p.m. Central Time, Monday through Friday.