

Maternity Leave Checklist

30–60 days prior to leave

- Before your anticipated due date.
- Call Lincoln Financial at 1-888-244-7535.
 - Select option 1: Enter your Social Security Number
 - After confirming your Social Security Number, select option one, which will connect you to a representative who will assist with both your absence and short-term disability claim, if you have elected to have short-term disability.
- Lincoln will send you an eligibility letter to confirm initiation of your claim.
- Lincoln will send a certification to your treating healthcare provider. Please make sure you have your provider's information when contacting Lincoln. You will need to make sure that your provider returns the forms back to Lincoln within 15 days.

15–30 days prior to leave

- Make sure your leave has been approved through Lincoln
- Review important information packet provided by Lincoln
- Request access to Mother's Room, if you plan on using upon your return (a pump kit can be picked up in HR or the Clinic prior to leaving or upon your return)

During Leave

- You will need to add your new baby to UltiPro as a contact and in Life Events (n14.ultipro.com) **within 30 days of birth or adoption**. You can access UltiPro from any computer, or a mobile device. Once logged into UltiPro, select Menu> Myself> Life Events > I have a new dependent. The date of birth or placement will be the Life Event date.
- Please bring in or email a scanned copy of your child's birth certificate or placement papers to HR or email them to benefitshelp@aruplab.com
- Bring your Fitness for Duty form to your follow-up appointment with your healthcare provider. This form was included in the packet Lincoln mailed and emailed to you. You will return this to your supervisor when you return to work
- Keep in contact with Lincoln and your supervisor if something changes with your leave, or if you decide not to return.
- If you elected to have Voya hospital plan, upon discharge you will want to file a claim to receive this benefit. File claims at www.voya.com/claims. ARUP's group number is 695742. More information can be found at <http://www.aruplab.com/benefits/additional>.

If at any time you have any questions about your leave, please contact the Benefits Team at benefitshelp@aruplab.com or 801-583-2787 x2282.

If you plan to use the Mother's Room, please review the following information: [Mothers Room Information PDF](#). You can pick up a kit in HR or The Family Health Clinic during regular business hours.

ARUP offers onsite Full & Part Time, Developmental / Interactive Preschool for ages 6 weeks to 6 years Monday – Friday: 6:30 a.m. to 6:00 p.m. You will need to add your name to the waiting list so contact them as soon as possible you can do this when you find out you are expecting you do not have to wait until after the birth. **Caring for Kids <http://caringforkidsinc.com/> (801)-584-5115**

ARUP Family Health Clinic is available for Well-child care visits and Immunizations for the listing of available services visit the website or to schedule an appointment, **Call (801) 584-5144 — ARUP Internal: Extension 2400**