

Employee Benefits Guide

Having a Baby Toolkit

If you're pregnant or planning to become pregnant, this season of life is filled with a lot of new information, stuff to remember and things to do. This doesn't apply to just your personal life, though. There are some things you need to do for work, too. We know you're busy, so use this checklist to make sure you get everything done for work so you can focus on what matters most... the new addition to your family!

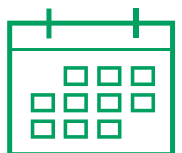
During Your Pregnancy

- Participate in a Healthy Pregnancy program:** If you're enrolled in medical coverage through Texas Health, sign up to participate in Maternity Support (UnitedHealthcare) or Early Steps (Quantum Health). Find out details about Healthy Pregnancy including how to sign up at BeHealthyTHR.org/healthy-pregnancy.



- Plan your time away from work:**

- **Notify your supervisor:** Your department will need to plan for your absence while you are on maternity leave. And, with your supervisor's help, you can schedule the time off you will need during pregnancy and after your baby is born. You may be eligible for a job-protected unpaid Family and Medical Leave (FMLA) for up to 12 week so communicate with your supervisor at least 30 days before you expect to be off work.
 - **Request your Leave of Absence:** when you need to take more than three days off work for medical or personal reasons (not including vacation), you must request a leave of absence.
 - At least 30 days before your leave begins, submit your leave request in MyTHR.org and submit the appropriate documentation to support your request.
 - ❖ Most babies don't arrive on their scheduled due date, so don't worry if your leave date starts before or after the leave begin date you enter in the system. The IDM department can update the date if it changes.
 - ❖ Get step-by-step instructions on how to file a Leave of Absence at BeHealthyTHR.org/requesting-a-leave.
 - Texas Health offers six weeks of pay to benefits eligible employees with 6 months of service or more who are on leave due to a birth, adoption, or placement of a child. You must be on an approved leave of absence and submit a request for Parental Pay in UKG. Learn more at BeHealthyTHR.org/paid-parental-leave.
 - **Budget your Paid Time Off hours:** Here's some things to think about when determining how much Paid Time Off you may need to use during and after pregnancy:
 - Time away from work for doctor's appointments
 - Covering the waiting period prior to the start of short-term disability benefits, if you elected it (the length of the waiting period depends on the plan you selected)
 - Supplementing your short-term disability payments, if you elected it
 - Your benefits while on leave



Get familiar with your Texas Health benefits:

- **Medical:** From doctor's appointments to hospital stays, there's a lot to know when it comes to copays, deductibles and how much you'll be paying. If you're enrolled in medical coverage through Texas Health, check out [BeHealthyTHR.org/medical](https://www.behealthythr.org/medical) for details on your plan option through UnitedHealthcare or Quantum Health.
- **Healthy Pregnancy:** If you're enrolled in medical coverage through Texas Health, get support during your pregnancy and after your baby is born, and even earn a Be Healthy reward after you complete the program. Learn more at [BeHealthyTHR.org/healthy-pregnancy](https://www.behealthythr.org/healthy-pregnancy).
- **Short-Term Disability:** If you're enrolled in short-term disability, contact Prudential to begin the process of setting up your disability payments and to have all required documentation completed by your physician. For details on how this benefit works, visit [BeHealthyTHR.org/short-term-disability](https://www.behealthythr.org/short-term-disability).
- **Hospital Indemnity:** If you elected Hospital Indemnity coverage, learn how to file a claim to help cover your out-of-pocket expenses (like deductibles and coinsurance) when you are admitted to the hospital at [BeHealthyTHR.org/hospital-indemnity-insurance](https://www.behealthythr.org/hospital-indemnity-insurance).
- **Health Care Flexible Spending Account:** Paying for expenses like copays, deductible, prescriptions, etc. can be done using a HCFSA, if you are enrolled. Check out details on how this benefit works and how to submit claims at [BeHealthyTHR.org/health-care-spending-account/](https://www.behealthythr.org/health-care-spending-account/).



After Your Baby Arrives

Enroll your newborn child in your benefits within 31 days of the birth:

- **Make online elections:** Make online elections to add your newborn to your insurance coverage. Follow [these step-by-step instructions](#) to help you. For more information about making changes to your benefits, please visit [BeHealthyTHR.org/making-changes-to-your-benefits/](https://www.behealthythr.org/making-changes-to-your-benefits/).
 - *Tip: The enrollment system will ask for the Social Security number, but you may not have it at the time you add your new baby. Complete your enrollment now. You can update the Social Security number after you receive it.*
- **Submit documentation:** Send either the Verification of Birth Facts or Birth Certificate to THRBenefitsSupport@texashealth.org.
 - You'll get quite a bit of paperwork from the hospital. The Verification of Birth Facts is a one-page paper you receive after you've completed the information for the birth certificate and is what you need to submit when adding your newborn to your benefits.



Verification of Birth Facts
That will appear on the Infant's Birth Certificate

This document verifies that _____

was born _____ at _____ and was delivered by _____ This was a _____ birth that was born _____

The mother's name is _____ who was born _____ in _____ and currently lives at _____ which _____ inside the city limits of _____ County, _____

The mother's mailing address is: _____

The father of _____ is _____ who was born _____ in _____

I have reviewed the information above and agree that it is correct. The penalty for knowingly making a false statement in this form can be 2-10 years in prison and a fine of up to \$10,000. (Health and Safety Code, Sec. 195, 198)

Parent signature(s) _____ Date _____

Prepare to Return to Work:

- **Get cleared with Employee Health:** At least three days prior to returning to work, contact Employee Health at 682-236-5599 to schedule your return to work assessment. You will need to provide Employee Health with your [health care provider's release to return to work](#).
- **Notify your manager:** let your manager know when you plan to return to work



Helpful Benefits to Check Out

- Employee Discount Program:** From diaper subscriptions to car seat discounts, the employee discount program may help you save money on some essential items. Take a look at what's offered at BeHealthyTHR.org/employee-discounts.
- Employee Assistance Program:** Adding a new member to your family is an exciting time but can also bring on stress and anxiety. If you need someone to talk to, contact the Employee Assistance Program to schedule counseling sessions at no cost to you. THR EAP can be reached at 1-877-MyTHRLink prompt 4, press 4.
- Personify Health:** If you're enrolled in medical coverage, check out the Be Healthy programs and activities available to help you take care of yourself: body, mind and spirit. From healthy tips to earning rewards, there's something for everyone.
- Day Care Flexible Spending Account:** If your baby will go to day care, consider electing the Day Care Flexible Spending Account. You pay no federal income or Social Security taxes on the earnings you deposit or on the reimbursements from your account for eligible expenses. And, the account comes with a free childcare subsidy from Texas Health in the amount of \$23.08 added every paycheck.



If you need help completing any of these things, contact us. We're here to help you!



Texas Health Benefits Support
1-877-MyTHRLink, prompt 9
1-877-698-4754, prompt 9
THRBenefitsSupport@texashealth.org

We are available Monday through Friday from 8 a.m. to 5 pm.