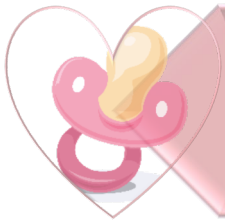
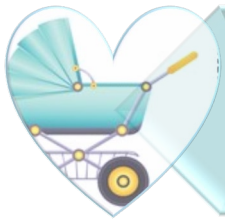


Congratulations!

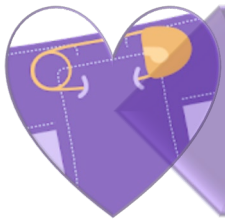
Important Birth/Adoption Checklist



Send your Verification of Pregnancy Letter or Adoption Decree and expected time off dates to HR/Benefits for FMLA/AFLA as soon as possible and at least 30 days prior to your delivery date.



When you receive the FMLA/AFLA approval letter, enter the entire estimated length of absence in AESOP/TCP. **Use the correct FMLA/AFLA leave code** for any sick/personal leave taken for prenatal appointments or other reasons related to the pregnancy.

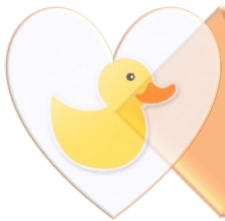


Once the baby is born or adoption is finalized, send HR/Benefits a copy of the Verification of Live Birth letter or Adoption Decree.

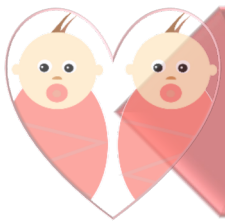


Complete the Health Care Enrollment form to add your child to your healthcare and to make changes to your Dependent Care FSA, Medical FSA, or HSA.

• Elections **MUST** be made within 30 days of birth or adoption!



Make sure you notify HR Benefits of any supervisor approved change in leave dates. Update all changes in AESOP/TCP.



Once you receive your child's birth certificate, submit a copy to HR/Benefits. It must be received within 60 days of birth/adoption.

