



# Congratulations on the new addition to the family!



Verification of Pregnancy letter or adoption decree submitted to HR/Benefits for FMLA/AFLA.



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



Complete a Life Event on ESS, so that you can add your child to your healthcare. **Elections MUST be made within 30 days of birth or adoption!**



Notify your supervisor and HR/Benefits of any changes to your leave.



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

