



WE WELCOME THE ADDITION TO YOUR FAMILY

When you have an addition to your family, your focus should be on the family. This brochure highlights the benefits and your rights under Amphi's leave programs. It also provides a checklist to help to assist in meeting the important deadlines for adding your new family member.

It's your life. take action!



RESOURCES

There are many resources available to assist you with initiating the leave process, understanding necessary actions and deadlines, and returning to work. Having a baby or welcoming an adopted child to your family changes everything, including your benefit coverage needs. By following the guidelines in this brochure and completing the steps outlined in the checklists, you can ensure that you and your new family member get off to the right start.

RESOURCE	CONTACT INFORMATION	HELPS YOU UNDERSTAND
Amphi Benefits Department	696-5240 Monday – Friday 8 AM to 5 PM	<ul style="list-style-type: none"> Coverage options Cost
Web site	http://www.amphi.com/departments--programs/benefits.aspx	<ul style="list-style-type: none"> Resource materials Insurance options and cost Leave of Absence Forms and process
Amphi Benefits Department	696-5241	<ul style="list-style-type: none"> Benefit payments due
Meritain	1-800-748-0003, x2218	<ul style="list-style-type: none"> COBRA continuation insurance
Federal Laws	www.dol.gov/whd/fmla	<ul style="list-style-type: none"> Your rights under federal law

The information in this brochure is intended for summary purposes only and is not intended as an exhaustive discussion of leave provisions. In addition, since certain leave determinations and the applicability of federal laws are based upon the facts and circumstance of each case, the applicability of leave provisions to your situation may vary.



UNDERSTANDING CONTINUED HEALTH INSURANCE

Your insurance options may change as a result of going out on leave. This may affect the premium amounts you pay, and/or you may need to make different elections. For this reason, you must inform Benefits of your intention to take a leave so that you can ensure that your insurance coverage continues. Then, follow the steps in the checklist.

IMPORTANT: to ensure no break in coverage, you must continue to pay insurance premiums through the month in which you return to work. You may have to re-enroll in your benefits when you return to work if you change your enrollment while on leave. If you are adding a newly eligible dependent, you will have 30 days to enroll your dependent (from the date of birth or adoption) and 60 days to provide your signed Dependent Certification Form and dependent certification documents. If you do not qualify for a FMLA leave, you will be offered COBRA to continue your insurance. COBRA is not subsidized by the District.



TIME FOR YOUR AND YOUR FAMILY

If you are eligible for FMLA, you will be able to take up to 12 weeks of time off to welcome a new child to your family. This leave is available to you under the Federal Family Medical Leave Act (FMLA).

IMPORTANT: The FMLA does not provide paid time off; however, you may use your available paid leave time.

HOW DO I KNOW IF I AM ELIGIBLE?

You are eligible for leave under FMLA if you:

- Have been employed by Amphi for at least 1 year
- Have worked at least 1,250 hours during the past 12 months and;
- Are requesting leave for one or more of the following reasons:
 - Your serious health condition
 - Care for your child after birth or placement for adoption or foster care
 - Your presence is needed to attend to a serious health condition of your child, spouse, or parent

Amphi shall determine if a request for Family Leave is valid within the parameters of applicable law.

I'M ELIGIBLE, WHAT DO I DO NEXT?

There are several important steps you must take to apply for a leave, ensure your pay (if applicable) and benefits continue while you are away, and make sure your new baby or adopted child is enrolled in your Amphi health care benefits before the enrollment deadline.

IMPORTANT: If you do not add your child to your health plan **within 30 days** of birth, you will not be able to add your child until the next Open Enrollment period. You must also provide a signed Dependent Certification form and a copy of the birth certificate or adoption papers **within 60 days** of the birth or adoption.

UNDERSTANDING PAID OR UNPAID LEAVE

If you have sick, personal or vacation time available, and the leave is for medical reasons, you may use your paid time. You may also be eligible to receive Short-Term Disability (STD) payments if you are benefits eligible and will be medically unable to work for longer than 45 days. Contact Benefits to find out more about your options.

SICK LEAVE DONATIONS

If you are medically unable to work and have exhausted your available paid leave time, you may be eligible to request donated sick leave. If interested, you must complete the request form and return the signed form to the Benefits department.



YOUR COSTS DEPENDING ON YOUR TYPE OF LEAVE

UNPAID FMLA LEAVE

You pay only the cost of your regular bi-weekly insurance premiums while off Amphi payroll (if applicable) for up to 12 weeks.

You must pay the amount due each payday.

AFTER YOUR FMLA LEAVE HAS BEEN EXHAUSTED

Your insurance benefits will end the month your FMLA ends.

You will have the option of continuing your insurance benefits through COBRA, paying both your share and Amphi's share of the premium.

COBRA information will be mailed from Meritain, our COBRA provider.

MEDICAL LEAVE (NOT FMLA)

Your insurance benefits will end the month in which your pay ends. You will have the option of continuing your insurance benefits through COBRA, paying both your share and Amphi's share of the premium.



WE WELCOME THE ADDITION TO YOUR FAMILY



IMPORTANT: Your new dependent will be without Amphi insurance coverage if:

- You fail to enroll your new dependent on your health plan through Benefits within **30 days** of the birth or adoption, and/or
- You fail to provide the required verification documents for dependent eligibility within **60 days** of the reported birth or adoption.

In that event, you would not be able to enroll your new dependent until the next Open enrollment period

YOUR BENEFITS CHECKLIST

BEFORE YOU GO OUT	PAID OR UNPAID LEAVE	CONTINUE HEALTH INSURANCE	ADD YOUR NEW CHILD TO YOUR INSURANCE	BEFORE YOU RETURN TO WORK
<input type="checkbox"/> Tell your supervisor and your Benefits department about your intent to take a Leave	<input type="checkbox"/> Ask the Benefits department if your leave qualifies you to continue Amphi pay through payroll	<input type="checkbox"/> Request Benefits send you information on new costs, options and instructions for continuing health insurance during your leave	<input type="checkbox"/> Contact Benefits within 30 days to add your child to your insurance plans	<input type="checkbox"/> Contact Benefits if you are choosing to return early or want to extend your leave
<input type="checkbox"/> Make sure Amphi has your correct address and phone number on file	<input type="checkbox"/> Ask Benefits if you are eligible for Short-Term Disability (STD)	<input type="checkbox"/> Review the information	<input type="checkbox"/> You must provide a signed Dependent Certification form with a copy of the birth certificate/adoption papers within 60 days of the event (birth or adoption)	<input type="checkbox"/> Continue to pay for your insurance while on leave (if applicable) through the month in which you return to work.
<input type="checkbox"/> Complete the Leave Request & Health Care Certification Form (if applicable)	<input type="checkbox"/> If you do not have enough sick/personal time, ask Benefits about Donated Sick Leave	<input type="checkbox"/> Contact Benefits to make any necessary changes before the deadline	<input type="checkbox"/> If you are on COBRA contact Meritain to add your child to your insurance	<input type="checkbox"/> Remember to contact Benefits to re-enroll in benefits (if applicable)
	<input type="checkbox"/> If you wish to extend your leave, let Benefits know at least a week before the leave ends	<input type="checkbox"/> If you are on COBRA, pay your premiums each month to keep your insurance in force	Meritain Summary Plan Description on Routine Newborn Care: Routine newborn care including Hospital nursery expenses and routine pediatric care while confined following birth will be considered as part of the mother's expense. If the newborn is ill, suffers an Injury or requires care other than routine care, benefits will be provided on the same basis as any other eligible expense. Coverage becomes effective for a Dependent Child who is born after the date your coverage becomes effective as of such child's date of birth, provided you complete and submit the required information within 30 days after the child's birth. Failure to enroll in the Plan within this 30-day period will result in no coverage under the Plan.	