



Resources for New Parents

While you are planning and preparing for the arrival of a new family member, below is some helpful information.

- Contact Human Resource Services** for information on **parental leave, FMLA, lactation and any other relevant policies***. The leave request process includes paperwork from you and your healthcare provider. *Faculty should also review the Academic Handbook, chapter #7.

- Schedule a time to speak with your departmental leadership for planning purposes.**

- Once your new child has arrived...REMEMBER:**
 - Complete the Life Status Change Form and Insurance Enrollment/Change Form** if you want to add your new dependent family member to your health insurance plans. This needs to happen within 31 days of birth or adoption.
 - Set-up Dependent Care and/or Healthcare Flexible Spending Accounts [FSA], if desired, within 31 days of arrival.**
 - Update any beneficiary information** for your life insurance and retirement benefits if desired.

- Other things to keep in mind:**
 - Review [healthcare summary plan descriptions](#)** for information on claims processing related to pregnancy and well child care services.
 - Explore childcare providers, if needed. Please note** that sometimes there are waiting lists at daycare locations.
 - Health Advocate** is an independent organization that will provide services to you, your children, your spouse, your parents and your spouse's parents. Complete information about the service is available at [Health Advocate's website](#).
 - Support and Assistance** are available through the College's [Employee Assistance Program \(EAP\)](#) providers.