Congratulations on your growing family! This is a special time of life and Baystate Health has a host of benefits and resources to support your healthy pregnancy, recovery from childbirth, breastfeeding, bonding and caring for your new child. Review our policy on eWorkplace>Policies>Human Resources Policies>BH-HR-318

Initiate Your Maternity Leave

You should initiate a leave of absence with your manager as soon as you know that you will need time off for the birth of a child or placement of an adopted or foster child. Refer to the Pregnancy Kit for details on eWorkplace>Disability>Leave of Absence.

Job Protection While on Leave — Eligible employees can take up to 12 weeks of job protected (unpaid) leave for the birth of a child or the placement of an adopted or foster child under the Family Medical Leave Act (FMLA). Those who do not qualify for FMLA are eligible for 8 weeks, post-delivery, of job protected leave through the MA Parental Leave Act (MPLA). For more information refer to the policy on eWorkplace>Policies>Human Resources Policies>BH-HR-306.

Income Replacement While on Leave — For maternity leave, Baystate provides short-term disability (STD) pay for 6 weeks (8 weeks for C-section), which covers 50% of your base pay. In addition, there is an option to purchase 20% of additional short term disability insurance, which allows you to maximize your income replacement up to 70% of your pay, while on maternity leave. The option to buy up is only available before you are pregnant and only during the benefits annual open enrollment period. For more information, visit eWorkplace/Benefits/Short Term Disability.

Prepare for your Baby’s Arrival

Childbirth and Parent Education Classes — Education and support for expectant parents and families including childbirth and breastfeeding classes and resources, infant care, keeping baby safe, babysitter academy, and grandparents classes. For more information go to baystatehealth.org and search on Childbirth and Parent Education.

Securing Child Care — A worklife specialist will search and evaluate child care providers on your behalf, saving you time and energy. The specialist will provide expert guidance and detailed referrals so that you can make the best decision for you and your family. Call Life Guidance Resources & EAP at 855-327-4479 to get started.

Expectant Parent Newsletter — Each weekly email is customized to your exact week of pregnancy and baby’s age, up to their third birthday. Subscribe online at baystatehealth.org and search on Childbirth and Parent Education Newsletter.

Employee Discount Center — Save on products and services to help keep you and your family healthy: diapers, baby gear, personal care and more. Visit Baystate.Perkspot.com.

Healthcare Coverage for Your Child

Add Your Child to Your Health Plan — In order to have health insurance coverage for your new family member, you need to notify HRAnswers at 413-794-4747 within 30 days after the birth or legal adoption of your child. Options include Baystate Health medical, dental and vision plan coverage.

Health Care FSA — You can start or increase your Health Care FSA contribution to pay for your child’s uncovered, eligible medical expenses. For more information, visit eWorkplace>Benefits>Flexible Spending Accounts.

Teladoc* — A phone or online consult with a physician for your child’s cold, rash, respiratory infection, etc. Create an account before you need care to expedite your first visit. For more information, visit eWorkplace>Benefits>Teladoc.

Health New England Nurse Line* — Licensed nurses and clinicians are available 24/7 to answer your health-related questions, at no cost to you. Call the HNE nurse line at 866-389-7613. *applies to employees enrolled in a Baystate Health, Health New England medical plan.
Contact your supervisor to coordinate your exact return to work date, then notify Unum. Unum can also help you determine the maximum allowable amount of leave that is available to you. To contact Unum, call 866-240-1312.

Support for New Moms and Nursing Moms

**Emotional Support** - This exciting time of life can sometimes pose challenges. All employees have access to free, confidential counseling to help navigate the many adjustments that this change can bring. Call Life GuidanceResources & EAP at 855-327-4479.

**Lactation Support** - Nurse Lactation Consultants are available to help you develop a breastfeeding plan based on your specific needs and work schedule. They can also help you overcome challenges with the breastfeeding process. Several rooms across the organization are dedicated lactation rooms. If you do not see a lactation room listed below that is near you, work with your manager to find an appropriate space. Refer to the Human Resource Policy BH-HR-318 as to what constitutes appropriate space.

To access these rooms, contact BMC Lactation Services at 413-794-5312. Each room is equipped with a hospital grade electric pump:

- BMC- Springfield Room 1404B
- 280 Chestnut- 3rd Floor lounge/ladies room
- Holyoke - Whitney Ave, Conference Area, Room 2003A

To access these rooms, contact HRAnswers at 413-794-4747 or the number indicated below:

- BFMC - Room located on the Obstetric Unit (w/pump) 413-773-2359
- BMLOC - D406A Oncology, 4th fl. Security can unlock: 413-967-4843
- Noble- Wing 2W Room 216. Security can unlock: 413-636-1446
- Wing- 1st floor near Cafe. Security can unlock: 413-370-5154

**Breast Pumping Products** - Breast pumps, kits, nursing bras, and other products are available for purchase at a 10% discount, through BMC Lactation Services. In addition, Health New England plan members are eligible to receive a free home-grade electric breast pump, Medela Symphony, if your baby is delivered at a Baystate Health facility.

**Back-Up Childcare**

Back-up care provides temporary and emergency care when there is a lapse or breakdown in your regular child care arrangements. In-home and center-based care options are available through Bright Horizons. For more information, visit eWorkplace>Baystate Healthy>Bright Horizons Backup Care.

Building and Protecting your Finances

**Financial Building** – Receive up to 3 free phone calls each year with a certified financial planner who can help answer your financial questions related to building a rainy day fund, college savings, budgeting, and more. Call Life GuidanceResources & EAP at 855-327-4479.

**Dependent Care FSA** – Contribute pre-tax dollars to use on day care, day camp, nursery school and other expenses incurred while you are at work. For more information, visit eWorkplace>Benefits>Flexible Spending Accounts

**Term Life Insurance** – Baystate covers 1x the salary of all full time employees and an additional 1x salary in the event of an accidental death. You can add or change your beneficiary status at any time. Supplemental buy-up coverage is available during open enrollment. For more information go to eWorkplace/benefits/Life Insurance

**Whole Life Insurance** – Coverage of one to five times salary, with cash value available to you, your spouse, children, and grandchildren. Medical underwriting is required for some amounts. For more information go to eWorkplace/Benefits/BenefitsPlus

**Estate Planning** – A free consult with an attorney can help you think through how best to secure your estate. Call Life GuidanceResources & EAP at 855-327-4479. In addition, legal plan insurance is available for purchase, providing low cost access to legal services including will preparation and other estate planning, go to eWorkplace/Benefits/BenefitsPlus

**529(b) College Savings Plan** – A 529 college savings plan is designed to help families set aside funds for future college expenses. Your investments will grow tax-deferred, and withdrawals used for qualified higher education expenses are not subject to federal income tax. For more information go to eWorkplace/Benefits/BenefitsPlus
Congratulations! It is Baystate Health’s commitment to support healthy pregnancies, recovery from childbirth, breastfeeding, bonding with and caring for a new child. Baystate maintains an atmosphere of acceptance regarding pregnancy and lactation needs in the workplace.

Upon Pregnancy:

- It is important to inform your manager as soon as possible to allow for preparations to be made while you are on your maternity leave. In addition, if at any time during your pregnancy your health care provider recommends restrictions, inform your manager immediately, so that you can work together to determine accommodations.

- Call Unum, Baystate’s leave administrator, to apply for your maternity leave — even if your anticipated start date is well into the future. In addition, if at any point during your pregnancy you need periodic time off, contact Unum immediately.

- Refer to the Pregnancy & Parenting Guide included in this packet for an overview of the many benefits and services available to you and your family.

- Refer to the following policies to support you during and post pregnancy:
  - **Pregnancy, Breastfeeding and Lactation Support Policy** BH-HR-318: eWorkplace>Policies>Human Resources>HR-318
  - **Massachusetts Pregnant Workers Fairness Act** (included in your Pregnancy Kit)
  - **Radiation Safety for Pregnant Employees 06** policy:
    eWorkplace>Policies>Radionuclide Radiation Safety Policies>06
  - **Infection Control for Pregnant Employees** policy:
    eWorkplace>Departments>Employee Health Services>Policies

Your Maternity Leave of Absence:

- Call Unum immediately to let them know your last day worked and your delivery date.
- Call Baystate Health Disability & Leave Management to ensure you are paid correctly during your first week out of work.
- Contact HRAnswers to add your new baby to your benefits, within 30 days of the birth.

-- Continued on next page
My Maternity Leave Checklist

Your Return to Work:

- In advance of your return to work, contact your manager about your anticipated return to work date. If you are unsure about the maximum amount of leave available to you, contact Unum or Disability & Leave Management.

- Contact Unum with your anticipated return to work date.

- If you need to express breastmilk upon your return, Baystate provides several designated lactation spaces, across the health system. See eWorkplace>Baystate Healthy>Pregnancy and Parenthood for current listing of designated spaces.
  - If there is a not a predesignated lactation room that is convenient for you, work with your manager to secure an appropriate space. The space must meet the criteria established within the Pregnancy and Lactation Support Policy BH-HR-318.

- BMC Lactation Services is available for support to assist in developing a breastfeeding plan or to overcome challenges.

- In addition, refer to policy BH-HR-318 for breastmilk storage requirements.

Phone Numbers

Unum: 866-240-1312

Baystate Health:

- Disability & Leave Management: 413-794-7682
- HRAnswers: 413-794-4747
- BMC Lactation Services: 413-794-5312
Compensation During Maternity Leave

Example: Non-Union full-time benefits eligible employee on Maternity Leave

**Week 1 of absence**
Paid with 3 days or 24 hours MSL and 2 days EIB based on accrued balances.
If no MSL or PTO is available, then 1st week paid with 2 days of EIB only (if available).
Otherwise first week is unpaid.

**Normal Delivery**
**Week 2–6 post delivery:**
Below payment model applies referencing % of weekly earning wages paid by Baystate or Unum.

**Week 7 and beyond**
If you are eligible for additional baby bonding leave, this is paid with accrued PTO. Contact Disability Coordinator if you want to reserve 1 week of PTO to be used for future needs.

**C-Section Delivery**
**Week 2–8 post delivery:**
Below payment model applies referencing % of weekly earning wages paid by Baystate or Unum.

**Week 9 and beyond**
If you are eligible for additional baby bonding leave, this is paid with accrued PTO. Contact Disability Coordinator if you want to reserve 1 week of PTO to be used for future needs.

Contact Disability Coordinator at 794-7682 with any questions.

Baystate Health
The Pregnant Workers Fairness Act (“the Act”) amends the current statute prohibiting discrimination in employment, G.L. c. 151B, §4, enforced by the Massachusetts Commission Against Discrimination (MCAD). The Act, effective on April 1, 2018, expressly prohibits employment discrimination on the basis of pregnancy and pregnancy-related conditions, such as lactation or the need to express breast milk for a nursing child. It also describes employers’ obligations to employees that are pregnant or lactating and the protections these employees are entitled to receive. Generally, employers may not treat employees or job applicants less favorably than other employees based on pregnancy or pregnancy-related conditions and have an obligation to accommodate pregnant workers.

Under the Act:

• Upon request for an accommodation, the employer has an obligation to communicate with the employee in order to determine a reasonable accommodation for the pregnancy or pregnancy-related condition. This is called an “interactive process,” and it must be done in good faith. A reasonable accommodation is a modification or adjustment that allows the employee or job applicant to perform the essential functions of the job while pregnant or experiencing a pregnancy-related condition, without undue hardship to the employer.

• An employer must accommodate conditions related to pregnancy, including post-pregnancy conditions such as the need to express breast milk for a nursing child, unless doing so would pose an undue hardship on the employer. “Undue hardship” means that providing the accommodation would cause the employer significant difficulty or expense.

• An employer cannot require a pregnant employee to accept a particular accommodation, or to begin disability or parental leave if another reasonable accommodation would enable the employee to perform the essential functions of the job without undue hardship to the employer.

• An employer cannot refuse to hire a pregnant job applicant or applicant with a pregnancy-related condition, because of the pregnancy or the pregnancy-related condition, if an applicant is capable of performing the essential functions of the position with a reasonable accommodation.

• An employer cannot deny an employment opportunity or take adverse action against an employee because of the employee’s request for or use of a reasonable accommodation for a pregnancy or pregnancy-related condition.

• An employer cannot require medical documentation about the need for an accommodation if the accommodation requested is for: (i) more frequent restroom, food or water breaks; (ii) seating; (iii) limits on lifting no more than 20 pounds; and (iv) private, non-bathroom space for expressing breast milk. An employer, may, however, request medical documentation for other accommodations.

• Employers must provide written notice to employees of the right to be free from discrimination due to pregnancy or a condition related to pregnancy, including the right to reasonable accommodations for conditions related to pregnancy, in a handbook, pamphlet, or other means of notice no later than April 1, 2018.

• Employers must also provide written notice of employees’ rights under the Act: (1) to new employees at or prior to the start of employment; and (2) to an employee who notifies the employer of a pregnancy or a pregnancy-related condition, no more than 10 days after such notification.

The foregoing is a synopsis of the requirements under the Act, and both employees and employers are encouraged to read the full text of the law available on the General Court’s website here: https://malegislature.gov/Laws/SessionLaws/Acts/2017/Chapter54.

If you believe you have been discriminated against on the basis of pregnancy or a pregnancy-related condition, you may file a formal complaint with the MCAD. You may also have the right to file a complaint with the Equal Employment Opportunity Commission if the conduct violates the Pregnancy Discrimination Act, which amended Title VII of the Civil Rights Act of 1964. Both agencies require the formal complaint to be filed within 300 days of the discriminatory act.