### Staff Checklist for Births or Adoptions

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHAT</th>
<th>WHY AND HOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 months before the birth, adoption, or placement of your child</td>
<td>Research your leave options and develop a plan</td>
<td>Plan ahead to avoid gaps in your pay and healthcare coverage for your child. Find, evaluate, and register for child care well in advance to ensure that you have high-quality options to choose from following your leave. Review, as well the Brandeis Employee Health Plans. Consider what might work best for you and your family. Start thinking about how to share your exciting news with your Brandeis colleagues.</td>
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<tr>
<td>4-6 months before the birth, adoption, or placement of your child</td>
<td>Discuss your leave with your supervisor</td>
<td>Discuss plans for Parental Leave well in advance to allow your supervisor/manager the time to obtain coverage during your absence. Schedule a meeting with a Benefit Specialist.</td>
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<tr>
<td>30 days before the birth, adoption, or placement of your child</td>
<td>FMLA Leave request via Workday</td>
<td>Human Resources will respond within 5 business days. Once your eligibility status has been determined Human Resources will send you the Family and Medical Leave Act (FMLA) or Non-FMLA which includes the Certification of Healthcare Provider Form.</td>
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<tr>
<td>Birth mothers only: 30 days before the birth of your baby</td>
<td>Complete and deliver Certification of Healthcare Provider Form</td>
<td>The Certification of Health Care Provider form requires your Health Care Provider to thoroughly complete and sign this form. You or the healthcare provider must submit this form to the Human Resources Department within 15 calendar days from receipt. The Certification of Health Care Provider form ensures that you are paid while out on leave. The Certification of Health Care Provider form will be reviewed and a determination will be made within 5 business days of receipt. Please review the Pregnant Workers Fairness Act.</td>
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</tbody>
</table>
| Birth mothers only: Throughout parental leave | Paid/Unpaid Time Off | **Exempt employees:** Weeks 1-8: will be paid Short Term Illness (STI) at 100% based on their years of service. Weeks 9-12: you will be unpaid and/or may elect to use your accrued vacation/personal. Please review [Leave, Pay and Benefits for Exempt Employees](mailto:leave_pay_benefits_exempt@brandeis.edu).  
**Non-exempt employees:** Weeks 1-8: will be paid using accrued sick time. Once your accrued sick time is exhausted, you may be eligible for the Extended Illness Benefit (EIB) which pays you 60% of your base salary. Weeks 9 – 12: you will be unpaid and/or may elect to use your accrued vacation/personal time. Please review [Leave, Pay and Benefits for Non-Exempt Employees](mailto:leave_pay_benefits_non_exempt@brandeis.edu). |
| Non-Birthing Parents | Paid/Unpaid Time Off | Parental leave: 8-12 weeks of job protection, depending of eligibility you may use sick, vacation and/or personal time. Exempt employees: Short Term Illness (STI) benefit is not available. |
| Within 30 days following the birth, adoption, or placement of your child | Provide proof of birth, adoption, or placement | Proof of birth, adoption, or placement is used by Brandeis to process your Maternity Leave and Paid Parental Leave. Proof of birth, adoption, or placement includes a copy of any of the following paperwork: birth certificate, hospital birth paperwork, adoption paperwork, or placement paperwork. |
| Firm deadline within 31 days following the birth, adoption, or placement of your child | Enter your qualifying event change in Workday and follow prompts | Having a baby, or adopting or fostering a child, qualifies as a Qualifying Event, and therefore allows you to make changes to your Brandeis health, dental, vision and FSA plans. This entity is necessary only if you plan to add your child as a dependent to your Brandeis insurance plans. |
| 1 week before returning to work | Complete and deliver Fitness for Duty Certification | Have your doctor sign the Fitness for Duty Certification and return to Human Resources via fax, email or mail at least one (1) week prior to your return. |
| Returning to work | Lactation rooms (If you need additional information, contact HR) | Lactation rooms are located in the following areas:  
Goldfarb 69-41A: Located on Goldfarb 2. For more information, email [library-lactation@brandeis.edu](mailto:library-lactation@brandeis.edu).  
Gerstenzang 134: This room is marked 98-116 and is just to the right of the student lounge. Contact Director of Student Affairs Jessica Basile ([basile@brandeis.edu](mailto:basile@brandeis.edu)).  
Rabb Graduate Center 118: This room is marked 118 and is a private room. Contact Shannon Kearns ([skearns@brandeis.edu](mailto:skearns@brandeis.edu)), Department Administrator in Women & Gender Studies or Lisa Pannella ([pannella@brandeis.edu](mailto:pannella@brandeis.edu)), Department Administrator in English. |

Contact Human Resources with any questions 781-736-4474 Fax 781-736-4466  
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