# IMPORTANT ACTION STEPS FOR NEW PARENTS

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHAT</th>
<th>WHY &amp; HOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 MONTHS BEFORE THE BIRTH, ADOPTION, OR PLACEMENT OF YOUR CHILD:</td>
<td>RESEARCH YOUR LEAVE OPTIONS &amp; DEVELOP A PLAN</td>
<td>Plan ahead to avoid gaps in your pay and healthcare coverage for your child. Review <a href="https://hr.mit.edu/worklife/mylifeservices">Employee Leaves</a> to learn about your leave options, as well as HR’s <a href="https://hr.mit.edu/worklife/mylifeservices">Life Event</a> guidance on benefits, child care options, and more. Find, evaluate, and register for child care well in advance to ensure that you have high-quality options to choose from following your leave. Start thinking about how to share your exciting news with your MIT 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 PLANS WITH YOUR SUPERVISOR/MANAGER</td>
<td>Discuss plans for your leave well in advance to allow your supervisor/manager the time to obtain coverage during your absence. If you have questions or concerns around having this conversation, contact <a href="https://hr.mit.edu/worklife/mylifeservices">MIT MyLife Services</a> (see contact information below) to confidentially explore this topic with a Master- or Ph.D.-level professional.</td>
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<tr>
<td>AT LEAST 30 DAYS BEFORE THE BIRTH, ADOPTION, OR PLACEMENT OF YOUR CHILD:</td>
<td>COMPLETE &amp; DELIVER MIT LEAVE OF ABSENCE REQUEST FORM</td>
<td>The <a href="https://hr.mit.edu/worklife/mylifeservices">MIT Leave of Absence Request Form</a> allows the MIT Disabilities Services and Medical Leaves Office to approve and process your maternity leave, MIT Paid Parental Leave, and/or Bonding Leave. This must be submitted at least 30 days before your leave begins, and we recommend 3-4 months in advance to allow for departmental planning of work.</td>
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<tr>
<td>BIRTH MOTHERS ONLY: 30 DAYS BEFORE THE BIRTH OF YOUR BABY:</td>
<td>COMPLETE &amp; DELIVER CERTIFICATION OF HEALTHCARE PROVIDER FORM</td>
<td>The Certification of Healthcare Provider Form (available on the <a href="https://hr.mit.edu/worklife/mylifeservices">Employee Leaves</a> site) ensures that you are paid while on maternity leave and requires your health care provider’s signature. To avoid interruption in pay, you must deliver this form to the <a href="https://hr.mit.edu/worklife/mylifeservices">MIT Disabilities Services &amp; Medical Leaves Office</a> (see contact information below) at least 30 days before the birth of your baby. We recommend delivering this form 2 months before the birth of the baby.</td>
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<tr>
<td>31 DAYS AFTER THE BIRTH, ADOPTION, OR PLACEMENT OF YOUR CHILD:</td>
<td>PROVIDE PROOF OF BIRTH, ADOPTION OR PLACEMENT</td>
<td>Proof of birth, adoption, or placement is used by MIT to track your leaves. 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. <strong>NEW PARENTS WHO DID NOT GIVE BIRTH:</strong> To ensure that you are paid for the full duration of your MIT Paid Parental Leave and/or Bonding Leave, you must deliver this information, in conjunction with the <a href="https://hr.mit.edu/worklife/mylifeservices">MIT Leave of Absence Request Form</a> (if not already complete) to the MIT Disabilities Services &amp; Medical Leaves Office (see contact information below), no later than 31 days after the first day of your Parental Leave. <strong>No exceptions.</strong></td>
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<tr>
<td>FIRM DEADLINE 31 DAYS AFTER THE BIRTH, ADOPTION, OR PLACEMENT OF YOUR CHILD:</td>
<td>COMPLETE &amp; DELIVER HEALTH PLANS ENROLLMENT/CHANGE FORM</td>
<td>Having a baby, or adopting or fostering a child, qualifies as a <a href="https://hr.mit.edu/worklife/mylifeservices">Life Event</a>, and therefore allows you to make changes to your MIT health plan. <strong>This form is necessary only if you plan to add your child as a dependent to your MIT healthcare plan.</strong> <strong>NOTE:</strong> This form requires that you attach additional proof of birth, adoption, or placement <strong>separate from above,</strong> and must be delivered to <a href="https://hr.mit.edu/worklife/mylifeservices">MIT Benefits</a> (see contact information below) within <strong>31 days after the birth of your baby. No exceptions.</strong></td>
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<td>MONTHLY</td>
<td>SEND UPDATES TO YOUR MANAGER/SUPERVISOR &amp; COLLEAGUES</td>
<td>While on leave, we recommend regular check-ins with your supervisor/manager and colleagues because...well, they will be missing you! And, it will make for a smoother transition for everyone when you return to work. During your check-ins, ask about changes that may have occurred in your absence and share status updates.</td>
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**MIT MyLife Services**

- **Web:** [https://hr.mit.edu/worklife/mylifeservices](https://hr.mit.edu/worklife/mylifeservices)
- **Phone:** 844.405.5433 or (TTY) 866.892.7162
- **Email:** info@mitmylifeservices.com

**MIT Work-Life Center**

- **Phone:** 617.253.1592
- **Email:** worklife@mit.edu

**MIT Disabilities Services & Medical Leaves Office**

- **Address:**
  - MIT Human Resources (Attn: Disabilities Services & Medical Leaves)
  - 77 Massachusetts Ave, NE49-5000
  - Cambridge, MA 02139
- **Phone:** 617.253.4272
- **Fax:** 617.253.1502 (Attn: Disabilities Services & Medical Leaves)
- **Email:** hr-dsmlo@mit.edu

**MIT Benefits**

- **Address:**
  - MIT Human Resources (Attn: Benefits)
  - 77 Massachusetts Ave, NE49-5000
  - Cambridge, MA 02139
- **Phone:** 617.253.6151
- **Fax:** 617.253.2694 (Attn: Benefits)
- **Email:** benefits@mit.edu