### 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 Employee Leaves to learn about your leave options, as well as HR’s Life Event 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/MANAGERS</td>
<td>Discuss plans for your leave well in advance to allow your supervisor/manager the time to obtain coverage during your absence.</td>
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<tr>
<td>NO EARLIER THAN 60 DAYS BEFORE THE BIRTH, ADOPTION, OR PLACEMENT OF YOUR CHILD:</td>
<td>CONTACT WORKPARTNERS (CAMPUS) OR LINCOLN HUMAN RESOURCES (LINCOLN LABORATORY)</td>
<td>Campus employees should request their leave 2 months in advance by contacting Workpartners at 1-833-852-2207. Lincoln employees should request their leave by contacting <a href="mailto:leaves@ll.mit.edu">leaves@ll.mit.edu</a>.</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 sent by Workpartners or Lincoln Laboratory ensures that you are paid while on maternity leave and requires your health care provider’s signature.</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 Workpartners and Lincoln Laboratory 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.</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 Life Event, and therefore allows you to make changes to your MIT health plan. This form is necessary only if you plan to add your child as a dependent to your MIT health care plan.</td>
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<tr>
<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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</tbody>
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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

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**Workpartners**

- **Phone:** 1-833-852-2207
- **Address:** Workpartners PO Box 2840 Pittsburgh, PA 15230
- **Or contact**
  - **Phone:** 617.253.4272
  - **Fax:** 617.253.1502 (Attn: Disabilities Services & Medical Leaves)
- **Email:** leaves@ll.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