

IMPORTANT ACTION STEPS FOR NEW PARENTS

WHEN	WHAT	WHY & HOW
6 MONTHS BEFORE THE BIRTH, ADOPTION, OR PLACEMENT OF YOUR CHILD:	RESEARCH YOUR LEAVE OPTIONS & DEVELOP A PLAN	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.
4-6MONTHS BEFORE THE BIRTH, ADOPTION, OR PLACEMENT OF YOUR CHILD:	DISCUSS YOUR LEAVE PLANS WITH YOUR SUPERVISOR/MANAGERS	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 MIT MyLife Services (see contact information below) to confidentially explore this topic with a Master- or Ph.D.-level professional. 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 leaves@ll.mit.edu .
NO EARLIER THAN 60 DAYS BEFORE THE BIRTH, ADOPTION, OR PLACEMENT OF YOUR CHILD:	CONTACT WORKPARTNERS (CAMPUS) OR LINCOLN HUMAN RESOURCES (LINCOLN LABORATORY)	Campus employees should request their leave 2 months in advance by contacting Workpartners at 1-833-852-2207. Campus employees can send leave questions to leavepolicies@mit.edu . Lincoln employees should request their leave by contacting leaves@ll.mit.edu .
BIRTH MOTHERS ONLY: 30 DAYS BEFORE THE BIRTH OF YOUR BABY:	COMPLETE & DELIVER CERTIFICATION OF HEALTHCARE PROVIDER FORM	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 . To avoid interruption in pay , you must deliver this form to Workpartners or Lincoln Human Resources at least 30 days before the birth of your baby . We recommend delivering this form 2 months before the birth of the baby.
31 DAYS AFTER THE BIRTH, ADOPTION, OR PLACEMENT OF YOUR CHILD:	PROVIDE PROOF OF BIRTH, ADOPTION OR PLACEMENT	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. NEW PARENTS WHO DID NOT GIVE BIRTH: Campus employees should contact Workpartners (1-833-852-2207) to request MIT Paid Parental Leave and/or MIT PFMLA Bonding Leave. Lincoln employees should contact leaves@ll.mit.edu. Proof of Birth must be provided to Workpartners or Lincoln within 15 days after the first day of your Parental Leave.
<u>FIRM DEADLINE</u> 31 DAYS AFTER THE BIRTH, ADOPTION, OR PLACEMENT OF YOUR CHILD:	COMPLETE & DELIVER HEALTH PLANS ENROLLMENT/CHANGE FORM	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 healthcare plan. NOTE: This form requires that you attach additional proof of birth, adoption, or placement separate from above , and must be delivered to MIT Benefits (see contact information below) within 31 days after the birth of your baby. No exceptions.
MONTHLY	SEND UPDATES TO YOUR MANAGER/SUPERVISOR & COLLEAGUES	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.

MIT MyLife Services

Web: <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

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: 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