

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. 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 MIT Paid Leave for New Parents , as well as MIT Employee Health Plans and the MIT Work-Life Center's child care benefits . Consider what might work best for you and your family. Start thinking about how to share your exciting news with your MIT colleagues.
4–6 MONTHS BEFORE THE BIRTH, ADOPTION, OR PLACEMENT OF YOUR CHILD:	DISCUSS YOUR LEAVE PLANS WITH YOUR SUPERVISOR/MANAGER	Discuss plans for Maternity Leave and Parental 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.
3–4 MONTHS BEFORE THE BIRTH, ADOPTION, OR PLACEMENT OF YOUR CHILD:	SUBMIT EMPLOYEE LEAVE OF ABSENCE REQUEST FORM	The Employee Leave of Absence Request Form allows MIT Disabilities Services & Medical Leaves to approve and process your Maternity Leave and Parental Leave. This form requires your supervisor's/manager's approval and must be submitted online .
BIRTH MOTHERS ONLY: 2 MONTHS BEFORE THE BIRTH OF YOUR BABY:	COMPLETE & DELIVER CERTIFICATION OF HEALTHCARE PROVIDER FORM	The Certification of Healthcare Provider Form ensures that you are paid while on Maternity Leave and requires your doctor's signature . To avoid interruption in pay, you must deliver this form to the MIT Disabilities Services & Medical Leaves Office (see contact information below) at least 2 months before the birth of your baby.
BIRTH MOTHERS ONLY: THROUGHOUT MATERNITY LEAVE	RECORD YOUR SICK LEAVE	MIT Maternity Leave must be recorded as sick leave or Extended Sick Leave (ESL): <ul style="list-style-type: none"> • Support and Service Staff (paid weekly) must record sick leave and Extended Sick Leave (ESL) via their time sheets. • Administrative and Sponsored Research Staff, and Postdoc Associates (paid twice monthly) must record sick leave via their sick leave trackers.
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 MIT to track 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. NEW PARENTS WHO DID NOT GIVE BIRTH: To ensure that you are paid for the full duration of your Parental Leave, you must deliver this information, in conjunction with the MIT Leave of Absence Request Form (if not already complete) to the MIT Disabilities Services & Medical Leaves Office (see contact information below), within 30 days after the first day of your Parental Leave. No exceptions.
FIRM DEADLINE WITHIN 31 DAYS FOLLOWING 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, adoption, or placement of your child. 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

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: 617.253.4572
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