




Your Parental Leave Checklist

What to do when taking parental leave and helpful tips to consider

Welcoming a new child is exciting. It's important to take time away from work to care for yourself and your family. We understand how busy you are and how wonderful, yet stressful, this time can be, so we've prepared this parental leave checklist to make your life easier. It explains what you need to do before your child arrives, after your child arrives and when you are ready to return to work.

The items with a checkbox are required steps.

 The items with the baby bottle are helpful tips to consider.

TYPES OF LEAVE FOR NEW PARENTS



Parental Leave

Employees who are parents through biological birth, adoption, surrogacy or foster care placement are eligible to take time off from work and receive 100% of base pay for up to two weeks (10 business days). You may take this time all at once, or in one-day increments for up to one year following the baby's date of birth or new child event (e.g., adoption date).







Pregnancy Leave

Employees who are birthing mothers are eligible to receive 100% of base pay from **date of delivery** for up to eight weeks (40 business days) in addition to the two weeks (10 business days) of parental leave for a total of 10 weeks (50 business days).

Please note that these leaves run concurrent with disability benefits and any statutory leaves (e.g., family medical leave). You can find information about these types of leave in the Parents Resource Guide on the Leave, Disability and Other Special Circumstances page on the intranet. No additional time off is provided for multiple births or adoptions during a single new child event.





BEFORE YOUR CHILD ARRIVES

- Call Cigna, our parental leave administrator, at **855.710.1903** to let them know when you expect your new child to arrive by birth or adoption.
 - Notify your manager as soon as possible, at least 31 days before you expect your new child to arrive.
 - If you are eligible for state disability or pregnancy benefits, you should file a disability claim with the state (outside of Cigna). State disability benefits are available to employees who work in California, New Jersey, Rhode Island, Hawaii and Puerto Rico.
-  Take advantage of our special medical plan benefits for expectant moms:
- If you are enrolled in a non-Kaiser medical plan, please contact your carrier directly to learn about additional resources.
 - If you are enrolled in a Kaiser medical plan (in California and Hawaii), visit kp.org/pregnancy for healthy resources to help you through every step of your pregnancy. You'll find out what's happening to your baby and your body week by week, along with suggestions for ways to stay healthy and prepare for your new baby.
-  Our Employee Assistance Program (EAP) offers a new child kit as well as an adoption assistance kit when you use the FamilySource services. These services include information about parenting classes, lactation coaches, care options, highest rated car seats/baby equipment, mommy/daddy and me classes, multiple-birth discount options and a number of other resources. Visit [GuidanceResources.com](https://www.guidanceresources.com) (enter AECOM as the company code to register if it's your first visit). Or call ComPsych, our EAP provider, at **866.501.7962**.
-  If you have a dependent day care FSA, you are eligible to submit expenses incurred up to your date of leave. You have **90 days from your first day of leave** to submit a claim for reimbursement of those expenses.
-  Consider if you would like to request a flexible work arrangement upon returning from leave and, if so, discuss possible options with your manager and HR representative. **You may make a formal request prior to your leave.** Here are steps associated with requesting a flexible work arrangement:
- Review your transition plan for the work that will need to be completed in your absence.
 - Complete the [Flexible Work Arrangement Request Form](#) within 31 days of your return-to-work date. You may also fill out the form prior to your leave.

AFTER YOUR CHILD ARRIVES

- As soon as possible after your child’s birth or adoption, call Cigna at **855.710.1903** to let them know your child has arrived and to confirm your parental leave dates.
- If you are the **birthing mother**, and you work up until the time you deliver, you will begin receiving 100% of your base pay provided you have filed your claim with Cigna. The 66.67 percent short-term disability (STD) payment will be paid directly from Cigna. Employees who work in a state with a statutory disability benefit may need to apply for disability benefits with the state and may receive a portion of their STD benefit from both Cigna and the state. You will continue to receive a paycheck from AECOM for the Pregnancy Leave pay offset (usually 33.33 percent) and Parental Leave pay, and benefit payments will continue to be deducted from your pay. There is **no need to fill out a timesheet** in this case.
- If you need to be out before delivering the baby and you would like to use Paid Time Off (PTO) during the five-business-day STD waiting period, you will need to complete your timesheet accordingly. If you need assistance completing your timesheet, please contact your LOA Administrator.
- If you are a non-birthing parent on parental leave, the following information explains **timesheet requirements** based on your business group:

Enterprise, DCS-A and Building Construction	Construction Services – EIC	Management Services
<p>If you are a non-exempt employee, you do not need to complete a timesheet.</p> <p>If you are an exempt employee, you will need to complete your timesheet. Please use pay code LWOP, task code 82 Parental Leave.</p>	<p>You do not need to complete a timesheet. To avoid receiving floor check emails, you may enter a note into your timesheet indicating that you are on parental leave.</p>	<p>Coordinate with your HR rep and/or supervisor to have them enter your approved parental leave hours into Deltek Time Collection on your behalf.</p>

- If you are on parental or pregnancy leave, your dependent day care flexible spending account (FSA) and Commuter Benefit contributions will stop.
- If there are any changes associated with your leave, call Cigna at **855.710.1903**.
- IMPORTANT** If you want to add your child to your AECOM medical, dental and/or vision coverage, **you must do so within 31 days of the date of your child’s birth or adoption**. You do not have to wait until you receive your child’s birth certificate or Social Security number. To enroll your child, please call the Benefits Service Center at **844.779.9567**.
-  You may want to apply for or increase supplemental life insurance coverage. Visit myAECOMbenefits.com or call the Benefits Service Center at **844.779.9567**. Remember that you must do so within 31 days of your child’s birth or adoption.
-  You may want to add your child as a beneficiary for your life insurance. Visit myAECOMbenefits.com or call the Benefits Service Center at **844.779.9567**.
-  If you have not already established a flexible work arrangement option with your manager or HR representative, take this time to consider if this is the right option for you when you return to work from a pregnancy and/or parental leave.
-  If the dates of your leave change or are altered from the original dates you reported to Cigna, please make sure you notify your manager AND Cigna so that your hours may be paid in a timely manner.

WHEN YOU ARE READY TO RETURN TO WORK

If you are a birthing mother on disability, notify the LOA Administrator for your group of your return to work. You must submit “fit for duty” certification to your supervisor before you return to work. There are two ways you can do this:

- Have your physician complete the certification form provided by Cigna in the packet of paperwork sent to you upon notifying Cigna of your child’s arrival.
- Have your physician provide a note stating that you are able to return to work.



Find caregiver services through Care.com. AECOM offers you free access to this valuable resource, which allows you to search a database of caregivers for everyday, last-minute or backup child care — in your home or at a child care center. You can also find other service providers, such as house cleaners, pet sitters and tutors. In addition to paying your Care.com membership for you, AECOM subsidizes back-up care services when you need to find a last-minute replacement for your regular caregiver. See our [Care.com FAQs](#) on Ecosystem, visit [AECOM.Care.com](#) or call Care.com directly at **855.781.1303** between 10 a.m. and 6 p.m. Eastern Time.



Explore the helpful family resources available through our EAP. You can get help finding child care, house cleaning and other services that help you manage your new day-to-day life. Visit [GuidanceResources.com](#) and enter AECOM as the company code to register if this is your first time using the site. Or call ComPsych, our EAP provider, at **866.501.7962**.



Consider enrolling or re-enrolling in the dependent day care flexible spending account (FSA). Visit [myAECOMbenefits.com](#) or call the Benefits Service Center at **844.779.9567** within 31 days of your return to work date.



Consider enrolling or re-enrolling in the Commuter Benefits program. Visit [myAECOMbenefits.com](#) or call the Benefits Service Center at **844.779.9567** within 31 days of your return to work date.

If you would like to request a flexible work arrangement, talk to your manager and HR representative. Please note that requests must be completed within 31 days of your return to work date.

- Fill out the [Flexible Work Arrangement Request Form](#) and confirm your schedule of hours to be worked.
- Review expectations for your role and responsibilities while on a flexible work arrangement with your manager.
- Schedule regular check-in meetings with your manager regarding your flexible work arrangement.



IF YOU NEED ASSISTANCE

If you have questions about taking leave, contact Cigna at **855.710.1903**.

If you need additional assistance, please contact the LOA Administrator for your group:

- Enterprise, DCS-A and Building Construction
LOA@AECOM.COM
- Construction Services – EIC
LEAVE.ADMIN@AECOM.COM
- Management Services
MS-LOA@AECOM.COM

To access your personalized benefits information and manage your benefits online, visit [myAECOMbenefits.com](#).

If you have questions about or need assistance with your benefits, call the **AECOM Benefits Service Center** at **844.779.9567** (+ 1 312.843.5091 outside the U.S.), between 8 a.m. and 8 p.m. Central Time, Monday through Friday.