

# **New Parent Packet**

**2012**

**Including:**

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# Expectant Parent Leave Information

Expecting a new child in the family? Congratulations!

Whether you are expecting a biological or adopted addition to your family, you will need time away from work to welcome that new member of the family. USF supports new parents and USF Human Resources has compiled information regarding your leave options and the applicable claims processes below.

Depending on your parental role (biological mother, biological father or adoptive parent), your leave options will vary. Biological mothers are eligible for all leaves below, but biological fathers and adoptive parents are eligible for Paid Family Leave and Family Medical Leave Act benefits. A meeting with an HR Specialist will walk you through your exact options and provide you with the forms to complete. Email Gregg Cannella (gfcannella@usfca.edu) to schedule a meeting to discuss your leave and begin the claims process.

## I. Short Term Disability Leave

\*Eligible parental role(s): Biological Mother

Short Term Disability (STD) Leave is available to biological mothers both pre and post partum.

Pre-partum leave is up to four weeks off prior to the due date.

Post-partum leave is up to six weeks off after the natural birth of the baby or eight weeks off after the caesarean section birth (C-Section) of the baby.

Administration and payment of disability claims are handled by Sedgwick. After a mandatory waiting period of seven calendar days, Sedgwick will begin payment of the benefits on the eighth day of disability. They pay 60% of your weekly salary up to a maximum of \$1011/week for 2012.

Sick and vacation time is used both for the mandatory waiting period and for the additional 40% of your salary that has not been covered by disability. If you do not have sufficient sick or vacation time, you will only receive the payments from Sedgwick and will be considered on unpaid leave by USF.

## II. Paid Family Leave (PFL)

\*Eligible parental role(s): Biological Mother, Biological Father, Adoptive Parent

Paid Family Leave (PFL) is available to biological mothers, biological fathers and adoptive parents to bond with their child.

PFL is up to six weeks off, or the prorated amount for employees with a standard workweek less than 1.0 FTE. While PFL may be taken as a continuous six weeks (and considered time loss by the State of California), PFL taken intermittently is considered wage loss and the exact length of time the PFL funds will cover must be calculated.

Administration and payment of PFL claims are handled by Sedgwick. After a mandatory waiting period of seven calendar days, Sedgwick will begin payment of the benefits on the eighth day of the claim. If the PFL is directly preceded by a disability leave, the disability waiting period will satisfy this requirement and there will be no additional waiting periods. They pay 60% of your weekly salary up to a maximum of \$1011/week for 2012.

Vacation time is used both for the mandatory waiting period and for the additional 40% of your salary that has not been covered by PFL. However, since vacation time may only be used once the first 72 hours of the claim have passed, sick time may be used as the 40% for the first 72 hours of the claim only. If you do not have sufficient sick or vacation time, you will only receive the payments from Sedgwick and will be considered on unpaid leave by USF.

### III. Family Medical Leave Act

\*Eligible parental role(s): Biological Mother, Biological Father, Adoptive Parent

Family Medical Leave Act (FMLA) Leave is available to biological mothers, biological fathers and adoptive parents to bond with their child.

FMLA leave is up to twelve weeks off.

Administration of FMLA claims are handled by USF. You will receive an FMLA letter when this benefit begins.

FMLA claims begin on the same date as PFL and run concurrently. Once your PFL benefits end, FMLA may continue for up to the remaining six weeks.

Vacation time may be used throughout the six weeks or the leave will be unpaid. USF Policy states that you may use the first six days of the FMLA leave as family sick time.

### IV. Support for Expectant Parents

\*[Childcare Resources](#)

\*[USF Parents' Group](#)

\*Pregnancy Resources ([Kaiser Permanente](#) and [Anthem Blue Cross](#))

USF supports expectant parents by assisting in the search for childcare, connecting parents within the University community and linking pregnant women to health resources through Kaiser Permanente and Anthem Blue Cross.

Through CONCERN, USF's Employee Assistance Program, childcare specialists are available to assist you with parenting and childcare resources, including parenting classes or locating childcare. You can reach them by calling 1-800-344-4222 or through their [website](#).

The USF Parents' Group meets monthly to discuss general parenting topics and share parenting information such as daycare and doctor recommendations. For more information or to join the group, please visit the group's [wiki](#).

Both Kaiser Permanente and Anthem Blue Cross offer pregnancy support for expectant moms. Kaiser Permanente members are eligible to take advantage of classes and a wealth of information found on their [website](#). Anthem Blue Cross members are eligible for the [Future Moms](#) program of resources and support throughout the pregnancy, including a 24

hour a day nurse line for questions and concerns. Members can sign up for these programs by linking to the applicable websites.

## **V. FORM SUBMISSION**

Please submit the forms applicable to your leave. Short Term Disability and Paid Family Leave forms are submitted directly to Sedgwick. Family Medical Leave Act certification is submitted to USF.

Checklist of Papers to Submit to Sedgwick:

- Short Term Disability
  - o Employee's Statement
  - o Physician's Statement (may be mailed directly by physician)
  - o Authorization for Release of Information
- Paid Family Leave
  - o Employee's Statement
  - o Bonding Certification

Please return the necessary forms via fax or US Mail:

FAX: 626-568-1440

US MAIL: Sedgwick, 3280 East Foothill Boulevard, Suite 250, Pasadena, CA 91107

Checklist of Papers to Submit to USF:

- Family Medical Leave Act (FMLA)
  - o Policy Certification

Please return the necessary forms via fax or US Mail:

FAX: 415-386-1074

US MAIL: Gregg Cannella, USF, 2135 Fulton Street, LM339, San Francisco, CA 94117

If you have any question, please feel free to contact Gregg Cannella at 415-422-6851 or [gfcannella@usfca.edu](mailto:gfcannella@usfca.edu).

# New Parent Benefits Information

Congratulations on the new addition to your family!

Since there are so many things to think about in what seems like so little time, USF Human Resources has pulled together all of the benefits information that may be effected by your family change. Information regarding USF's support of parents – including the Childcare Subsidy program, Childcare Resources and the USF Parents' Group – are also included in this document

With your current benefits in mind, please read through this information, complete any applicable forms and submit them to our office with a copy of your child's birth certificate. All forms are available as hyperlinks within each section and included with this letter.

## I. Enrolling your Child in Healthcare

- \*[Blue Cross](#)
- \*[Kaiser](#)
- \*[Delta Dental](#)
- \*[VSP](#)

The addition of your child is considered a Family Status Change. You have 30 days from the date of birth or once you have legal control of your adoptive child's healthcare insurance to add him/her to the medical plans in which you are already enrolled.

For information regarding the costs associated with each benefit, please refer to our [health care rates](#).

Benefits are effective immediately.

If you do not enroll your child within that first 30 days, your next chance for enrollment will be Open Enrollment. Open Enrollment takes place every fall and changes made during Open Enrollment are effective January 1st.

## II. Flexible Spending Accounts

- \*[Healthcare](#)
- \*[Dependent Care](#)
- \*[USF Childcare Subsidy](#)

The addition of your child is considered a Family Status Change. You have 30 days from the date of birth or once you have legal control of your adoptive child's healthcare insurance to enroll in a Healthcare and/or Dependent Care Flexible Spending Accounts (FSA). If you are already enrolled in FSAs, you are eligible to change your contribution amounts.

FSAs allow you to spend money for eligible healthcare and dependent care expenses free of Social Security and Income taxes.

A maximum of \$5,000 for healthcare and \$5,000 for dependent care may be deducted from your paycheck, pre-tax, per calendar year.

FSA's are administered by Benesyst and only one enrollment form is required for both accounts.

Benefits become effective the 1st of the month or when you return from leave.

For information regarding eligible expenses for FSA funds, please refer to this [Benesyst information sheet](#).

An additional means of contributing funds to the Dependent Care FSA is the USF Childcare Subsidy Program, for which you may be eligible. This program was established to help full-time faculty and staff cover the costs of childcare. To review eligibility and apply, consult the [USF Childcare Subsidy website](#). If you do not enroll your child within that first 30 days, your next chance for enrollment will be Open Enrollment. Open Enrollment takes place every fall and changes made during Open Enrollment are effective January 1st.

### III. Beneficiary Forms

\*[TIAA-CREF Beneficiary Form](#)

\*[CIGNA Beneficiary Form](#)

In addition to enrolling your child in healthcare and opening Flexible Spending accounts, you may also consider adding him or her as your beneficiary to your TIAA-CREF 401(a) Retirement Account and CIGNA Basic and Supplemental Life Insurance plans.

Changes to your beneficiaries may be made at any time.

### IV. Support for New Parents

\*[USF Childcare Subsidy](#)

\*[Childcare Resources](#)

\*[USF Parents' Group](#)

USF supports parents returning to work by assisting in the search for childcare, contributing funds to childcare costs (if eligible) and connecting parents within the University community.

Through CONCERN, USF's Employee Assistance Program, childcare specialists are available to assist you with parenting and childcare resources, including parenting classes or locating childcare. You can reach them by calling 1-800-344-4222 or through their [website](#).

Details regarding the Childcare Subsidy program are listed above in the section for Flexible Spending Accounts.

The USF Parents' Group meets monthly to discuss general parenting topics and share parenting information such as daycare and doctor recommendations. For more information or to join the group, please visit the group's [wiki](#).

## V. FORM SUBMISSION

Please submit the forms regarding changes or enrollments that you would like to make. Remember to only submit forms for your eligible benefits. Any change or enrollment will require a copy of your child's birth certificate.

Checklist of Papers to Submit:

- Copy of child's birth certificate
  - o Birth certificate generated by the hospital is acceptable.
- Healthcare Change form ([Blue Cross](#) or [Kaiser](#))
- [Dental Enrollment form](#)
- VSP Enrollment form
- [Benesyst Flexible Spending Enrollment](#)
- [USF Childcare Subsidy Application](#)
- [TIAA-CREF Beneficiary Form](#)
- [CIGNA Beneficiary Form](#)

Please return the necessary forms via fax or US Mail:

FAX: 415-386-1074

US MAIL: Benefits, USF, 2130 Fulton Street, LM 339, San Francisco, CA 94117

If you have any questions, please feel free to contact [benefits@usfca.edu](mailto:benefits@usfca.edu).

# Adoption Assistance Policy

The University will reimburse eligible employees up to a maximum of \$4,000 for itemized adoption-related expenses or agency and non-step adoptions.

Examples of such expenses include the following:

- licensed agency fees
- counseling fees
- placement fees, legal fees and court costs
- state-required home-study fees
- travel expenses
- adopted child's passport and/or visa fees
- immigration, immunization & translation fees
- document authentication fees
- temporary foster care costs

Reimbursement will occur after the adoption is finalized. In cases where the adopting parents are both University employees, only one \$4,000 reimbursement allowance will be applied.

Reimbursement is not payable for the adoption of stepchildren or for pre-natal or maternity costs of the birth mother of the adoptive child.

The Adoption Assistance Reimbursement Request Form, a certified or notarized copy of the record of placement or final court order, and itemized receipts may be submitted up to six (6) months after placement of the child in the employee's home. No requests may be submitted after the six-month period has ended.

The adoption reimbursement benefit may be utilized only once during a calendar year.

An adopted child must be under the age of 18 at the time the adoption becomes finalized.

If an employee voluntarily separates from the University within six (6) months after utilization of the Adoption Reimbursement benefits, the employee will be required to reimburse the University for the amount of the benefit received.

## Taxation of Benefits

The adoption assistance benefit is generally not subject to federal or state tax withholding, but is subject to FICA withholding tax and will be reported on your W-2 form. Employees should confer with their own tax advisors prior to participation in this benefit.

## Coordination With Other Benefits

At the time of placement, you may add your child to your coverages and any additions to your benefits plan must occur within 30 days of placement. You will need completed change forms and a copy of the adoption agreement or order or placement in order to enroll.

**University of San Francisco**  
**Adoption Assistance Reimbursement Request Form**

*Complete all items below and return with itemized receipts, in U.S. dollars, and a certified copy of the adoption placement decree or court order to the  
Gregg Cannella, USF, 2135 Fulton Street, LM339, San Francisco, CA 94117.*

**Agency or Non-Stepchild Adoptions**

I am applying for financial reimbursement for an adoption, confirming that \_\_\_\_\_ (child's name) whose birth date is \_\_\_\_\_ was placed in my home for the purpose of adoption on \_\_\_\_\_. The date for adoption finalization is \_\_\_\_\_. I certify that this is a request for reimbursement of allowable expenses under the University of San Francisco adoption reimbursement program, and that I have not received assistance under this program during the past calendar year.

**All Applicants for Adoption Reimbursement**

Eligible Adoption Expenses:

Date Paid	Amount	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Reimbursement Amount Requested \$ \_\_\_\_\_  
(Please note that amount requested cannot exceed \$4,000)

Employee Name (please print): \_\_\_\_\_ USF ID# \_\_\_\_\_

Department: \_\_\_\_\_ Extension: \_\_\_\_\_

My signature verifies that I have complied with the provisions in the Adoption Assistance Policy:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Benefits Representative Signature: \_\_\_\_\_