

**IMPORTANT: Your new dependent will be without County insurance coverage if:**

- You fail to enroll your new dependent on your health plan through the Benefits Center within **30 days** of the birth or adoption, and/or
- You fail to provide the required verification documents for dependent eligibility within **60 days** of the reported birth or adoption.

In that event, you would not be able to enroll your new dependent until the next Open Enrollment period or if you experience a new Qualified Life Event.



# YOUR BENEFITS CHECKLIST

## BEFORE YOU GO OUT

- Tell your supervisor and your HR department about your intent to take a Parenthood or Medical Leave.
- Make sure the County has your correct address on file.

## PAID OR UNPAID LEAVE

- Ask your HR representative if your leave qualifies for continued County pay through the regular payroll process.
- Ask your HR representative if you are eligible for Short-Term Disability (STD) through your employee organization (union) or through the County.
- If you are eligible for STD benefits, your HR representative will give you information on who to contact for additional information.
- Complete and return any necessary forms.

## CONTINUE HEALTH INSURANCE

- The Benefits Center will be contacted by your HR representative and will send you information on new costs, options and instructions for continuing health insurance during your leave.
- Review the information.
- Contact the Benefits Center to make any necessary changes before the deadline.

## ADD YOUR NEW CHILD TO YOUR INSURANCE

- Contact the Benefits Center within **30 days** to add your child to your health plan.
- You must also provide your signed Dependent Verification form and a copy of the birth certificate or adoption papers as verification of dependent eligibility within **60 days** of the event that made your dependent(s) eligible (birth or adoption).
- Contact the Benefits Center to add your new child to any other supplemental benefits, such as dental or vision coverage.

## BEFORE YOU RETURN TO WORK

- Contact your HR representative prior to your desired return date.
- Follow the instructions for returning that your HR representative provides.
- Review the “Return From Leave” packet you will receive from the Benefits Center and follow any instructions that apply to you.
- Follow instructions to enroll in active benefit plans by the **30 day** deadline (if applicable).
- Continue to pay any invoices for your insurance while on leave (if applicable) through the month in which you return to work.