



There are a few things that you need to know before you leave on FMLA due to the birth or adoption of a baby and a few things to remember while you are out on FMLA.

Things to Know

If you plan on applying for Family Medical Leave due to the birth or adoption of a baby, please obtain and turn in your paperwork early. The Town's policy is "if you can foresee the need, you must give the Town at least a 30 day notice".

- ◆ **While you are out on Family Medical Leave, your leave MUST be taken consecutively.**

Steps to Take After the Birth or Adoption

If you maintain health insurance with the Town, there's no need to feel 'rattled' about adding a new baby to your health insurance plan. The process is quite seamless if you follow these guidelines.

- Notify Human Resources upon the birth of the baby or adoption. You have 31 days to add the baby to your health insurance plan. The sooner the better!
- Stop by Human Resources to complete the enrollment through Dayforce, or ask us for instructions on how to complete this from home.
- You must provide a copy of the baby's Long-Form Birth Certificate and Social Security Card. The processing time varies, so order early.
 - Order Birth Certificate: <http://www.scdhec.gov/VitalRecords/BirthCertificates/>
 - Order Social Security Card: <http://www.ssa.gov/ssnumber/>
- Adding a spouse during this time? If yes, again you have 31 days to notify HR and provide a copy of your marriage certificate and Social Security Card.

