



MY LIFE EVENTS

## A Checklist for Expectant Mothers

# Having a Baby - A Checklist for Spouses and Partners

### Introduction

The Family Medical Leave Act (FMLA) allows spouses and partners to take time away from work to care for a newborn child. The below checklist and other information will help you plan for this event. It contains important dates and timelines to guide you through the process. An FMLA leave taken due to birth must be taken continuously and be completed by the end of the 12-month period beginning on the date of delivery. Refer to [FMLA-STD-and-LTD-PFLPA-Summary.pdf](#) for additional information.

Having a Baby - Checklist for Spouses and Partners will help explain the following:

- How much leave am I able to take?
- How will I be paid?
- What are the eligibility guidelines?
- Who do I contact?
- How do I enroll my newborn?
- What are the dates and timeframes?

### Remote access to EH websites:

While you are out on Family Medical Leave, you can continue to access the [Open Enrollment website](#), or [Human Resources](#) website and Oracle. These resources provide access to company leave benefit policies, paycheck information, etc.