



MY LIFE EVENTS

Adoption/Having a Baby

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Introduction

The Adoption Checklist (for parents) and the Having a Baby Checklist (for expectant mothers, spouses and partners) explain how much leave you can take, how much you'll be paid and eligibility guidelines. It also has preparation guidelines, what to do when you're away and what you need to do before returning to work.

Having a Baby - A Checklist for Expectant Mothers

If you are an expectant mother, taking leave for having a baby at EH is a combination of multiple leave benefit options that work together to allow you to have time away from work to care for your newborn child. The below checklist and other information will help you plan for this transition. It contains important dates and timelines to guide you through the process. Refer to [FMLA-STD-and-LTD-PFLPA-Summary.pdf](#) for additional information.

Adoption/Having a Baby checklist 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 Short Term Disability or Family Medical Leave, you can continue to access the [Open Enrollment website](#), or [Human Resources website](#) and Oracle Cloud. These resources provide access to company leave benefit policies, paycheck information, etc.