Employee Checklist – Birth of Child

Before the Birth of Child:

☐ **Apply for FMLA**
Complete the online medical leave request form 60 days prior to the need for leave.
[Medical Leave Request](#)
- If you have complications and miss time from work prior to your actual delivery date, you must submit a second request for leave and indicate the reason as complications due to pregnancy.

☐ **Define Your Pay While on Leave**
Use the Parental Payment Plan Calendar to inform your leader and HCM how you want to use your pay options while on leave (Legacy Sick, Parental Leave, PTO, Short-Term Disability).
- Link: [Parental Payment Plan Calendar](#)

☐ **Track FMLA Usage**
Track FMLA usage in Oracle for each day missed from work. *(Exception: FMLA is not tracked during winter break).*
- Non-exempt: [Entering Hourly FMLA Time in Oracle Cloud](#)
- Exempt: [Entering Exempt FMLA Time in Oracle Cloud](#)

☐ **Enter Pay Type (This is how you will be paid while on FMLA)**
Enter Parental Leave, PTO, and/or Legacy Sick in Oracle as appropriate.
- If you only enter FMLA and do not enter a Pay Type, you will not be paid.
- You will enter two absence entries in Oracle. One for FMLA and the second one for your Pay Type while on leave.

☐ **Apply for STD**
Apply for Short-Term Disability (if applicable) 30 days prior to the need for leave. Call MetLife at 1-833-622-0135 to start your claim over the phone or go online to MetLink.
- MetLink: https://www.metlife.com/vu/disability-insurance/
- If this is your first time logging into the MetLife system, you will need to register first. Click here to access the [MetLife Registering Guide](#).

☐ **OOO Message**
Set up an out-of-office message and transition duties if necessary.

After Birth of Child

☐ **Notify Department and MetLife**
Notify your department and MetLife (short-term disability carrier) of actual date of birth.
- If you stop working on the date of delivery, no additional paperwork is needed. Your FMLA/TMLA will be based on what is tracked in Oracle.
- If you choose to stop working prior to the delivery, and it is a personal decision, you will need to coordinate the leave with your department, and the approval will be at

the discretion of your department. PTO will need to be used to cover this time missed from work.

☐ **Update Benefits through Life Event**
Add baby to insurance within 30 days of the date of birth. For instructions on how to add the baby please see the Family Status Change website.

☐ **Pay Benefit Premiums**
Pay your portion of the benefit premiums to directly while in an unpaid status during your leave.
- If you have questions on how to pay your premiums while in an unpaid status, contact the HR Benefit's team at openenrollment@vandebilt.edu .

Prior to Returning to Work

☐ **Return to Work Notice**
Notify your leader of intent to return to work at least 2 days prior to returning.

☐ **Return to Work Release**
Provide return to work release form at least 2 days prior to returning.
[Return To Work Form](#)