

# UAMS Maternity Checklist

## Step One: Eligibility

Determine whether you are eligible for FMLA:

- Have you worked at least 1,250 hours in the last 12 months?
- Have you worked at UAMS for at least 12 months?
- If these apply, but you are not giving birth (adoption, paternity, guardianship), please [visit FMLA Source](#) website to learn how to proceed.
- If these do NOT apply to you, please review the Pregnant Workers Fairness Act [information](#) and apply for FMLA anyway to kick off the PWFA accommodation process.

Determine whether you are eligible for Short Term Disability (STD): (If all answers are “Yes”, you should qualify)

- Are you a benefits-eligible employee at UAMS?
- Have you been insured under short-term disability for at least 4 months?
- Are you giving birth?

We highly encourage you to apply for FMLA and STD, even if you don't believe that you qualify. Federal and UA System office policies are subject to change, but the ***final determination of eligibility belongs to FMLA Source and the Standard.***

## Step Two: Milestone Activities

Review these important milestone activities:

### Considering pregnancy:

- Familiarize yourself with the [Maternity Disability Benefits, linked here](#).
- Monitor the [UAMS website](#) for the latest information on Maternity Benefits
- Contact [askhr@uams.edu](mailto:askhr@uams.edu) if the FAQs don't address your scenario.

### Before delivery:

- Determine your delivery due date in consultation with your provider.
- Notify your manager as early as possible for workforce planning.
- Determine whether your occupation requires accommodations during or after your pregnancy and discuss those with the Standard consultant.
- Determine when you plan to cease work in consultation with your manager and the Standard consultant.
- Plan for a handover of your work responsibilities during your absence (cross-training, shared resources, etc.)
- Review the UAMS Child Development Center offerings and sign-up as needed.

### **Within 2 weeks of your due date/scheduled delivery date:**

- File for FMLA, if you are eligible – [Visit FMLA Source](#). Provide the policy number:752587
- Contact Standard to initiate the claim - [Visit the Standard Website](#)
- Determine whether to utilize your sick time/annual time off during your two-week benefit waiting period for your maternity leave disability benefit or to go unpaid by UAMS during that period.
  - Disability due to pregnancy is available **two weeks prior to your due date**. Utilizing your time off during the two weeks prior to delivery would enable you to serve all or part of your benefit waiting period reducing a gap in pay.
- Submit your time off in Workday or Kronos and work with your Timekeeper to log your leave of absence.

### **When you cease working or are placed on medically warranted bed rest:**

- Contact The Standard to initiate the claim.

### **After delivery:**

- Notify [FMLA Source](#) if the delivery varies from your original plan.
- Notify [the Standard](#) to confirm the delivery date and the manner of delivery.
- If you have UAMS health insurance, begin the process of adding your newborn to your policy within 30 days. [Visit Learning Module: Manage My Benefits](#)
- Review existing insurance coverage and determine whether you'd like to add the newborn to additional policies. [Visit Learning Module: Manage My Benefits](#)
- Update your beneficiaries, as needed.
- Monitor your direct deposits to ensure you are not overpaid during your maternity leave.
- If you are on Short-Term Disability, contact your timekeeper if you believe you are receiving an overpayment of your salary/wages. You should not receive payments for time off during the same period as your approved short-term disability period.

### **After you return to work:**

- Remind your timekeeper to “Return you from Leave” inside of Workday.
- Contact [Employee Relations](#) to review your options if your return to work requires ADA Accommodations or Workplace Possibilities solutions.
- Update [FMLA Source](#) if your “return to work” date is different from what is approved.

### **Step Three: Keep These Quick References Handy**

FMLA Source | [www.fmlasource.com](http://www.fmlasource.com) | App: FMLASOURCE Now | 833.786.8644

The Standard | [www.standard.com](http://www.standard.com) | 866.641.7194 | Group Policy: 752587

UAMS Division of People and Culture | [www.hr.uams.edu](http://www.hr.uams.edu) | [askhr@uams.edu](mailto:askhr@uams.edu) | 501-686-5650