Chubb New Parent Leave (NPL) Checklist

Congratulations! Welcoming a new baby or child into your family is so exciting, but we also understand that it involves a lot of preparation.

While you're planning and getting things set up at home, you'll need to have some important conversations to prepare for your time away from work. Feel free to use this checklist as a helpful resource while you are getting ready for your upcoming leave.

Chubb New Parent Leave

Chubb's New Parent Leave (NPL) provides employees with time off to care for their newborn, newly adopted child, or newly placed foster child. Employees must be benefits-eligible and employed with Chubb in the US for at least 90 days in which the qualifying event followed their first day of employment with Chubb. Under NPL, employees are eligible for 12 weeks of leave. The first 8 weeks of leave will be paid 100% of the employee's base salary (in combination of Chubb and statutory benefits where applicable), followed by 4 weeks of unpaid leave.

To learn more about NPL, please visit the US - New Parent Leave Policy article in the Chubb HR Services Portal.

Important Steps for You to Take

Initiating Your Claim(s)

- ☐ **Notify the Chubb Leave Management Team (LMT)** at least 30 days before your leave (if possible) via phone or email to open a leave claim
  - ❖ Phone: (844) 218-7951
  - ❖ Email: leavemanagementteam@chubb.com

  Be prepared to provide your information and your medical provider's contact information!
- ☐ **Review, sign and return any necessary forms** to the LMT as soon as possible
  - ✓ Thoroughly review all information received from the LMT and respond promptly, or your claim may be denied. If you have any questions, please call the LMT.
- ☐ **Check the Statutory Insert for paid state benefits**
  - ✓ Some states provide additional paid leave and disability benefits. Please review the Statutory Insert to check if your state offers paid benefits and follow the instructions to ensure you receive any paid benefits you may be eligible for.
  - ✓ *If you have already created a claim, you will have received the Statutory Insert with your other documents. If you do not have a claim open yet, click here to access the Statutory Insert.*

Before You Go on Leave

- ☐ **Speak with your manager**
  - ✓ In most cases, you should talk to your manager at least 30 days before you intend to start your leave. This helps your manager assess the business impact of your absence and ensure your work is covered while you're out. During your discussion, share your expected leave start date and expected return-to-work date.
- ☐ **Set up Email Automatic Replies and update your Voicemail box message**
  - ✓ Prior to your last day of work, make sure to set up an automatic reply out-of-office message on your email and provide the name, email, and phone number of the person who is covering for you. Don't forget to also update your voicemail box message on your work phone.

Returning to Work

- ☐ **Update the LMT and your manager about your return-to-work status**
  - ✓ Keep the LMT and your manager advised of any changes regarding the duration of your leave or return-to-work status
  - ✓ The LMT will contact you 7 days prior to your expected return to work date to confirm that you will still be returning on the expected return date. ***You must also call the Leave Team upon your actual date of return.***

Other Concurrent Claim Types

There are other claim types that you may be eligible for in addition to New Parent Leave.

Short-Term Disability (STD) (For Birthing Parents Only)

- Chubb offers an STD benefit that provides income replacement during your leave.
- You may start your leave prior to your anticipated delivery date if your physician provides supporting documentation. If approved by the LMT, this does not reduce the post-delivery disability period.
- Typically, your disability period and payments will continue for 6 weeks after your baby's birth for natural birth or for 8 weeks after a C-section.
- If you are out from work prior to your anticipated delivery date or are out past the 6- or 8-week recovery period due to complications, you may receive STD payments for up to a maximum of 26 weeks, subject to approval from your provider and LMT.

Family and Medical Leave Act (FMLA)

FMLA provides eligible employees with 12 weeks of unpaid, job-protected leave to recover from childbirth and to care for their newborn/newly adopted or fostered child.

Statutory Benefits

As mentioned earlier in this checklist, some states provide paid leave and disability benefits.
Please **review the Statutory Insert** to check if your state offers any paid benefits and follow any instructions to ensure you receive any paid benefits you may be eligible for.

- Any approved state Paid Family Leave benefit will run concurrently with Chubb's NPL.
- Your Chubb NPL pay will be offset by the state paid leave so that your total pay will not exceed what you are entitled to from Chubb's NPL.
- If you work in a state that provides a state benefit, **you must file directly with the state or with New York Life (depending on the state)**. *If you do not do so in a timely manner, you may not receive these benefits.*

Timing of Leaves

- ☐ **For Birthing Parents:**
  - ✓ If you plan to take any remaining FMLA or NPL immediately following the STD portion of your leave, you must contact the LMT and your manager ***before*** the end of your STD. Doing so will help avoid any delays in updating your pay status and will allow your manager to effectively plan for your absence.
  - ✓ You also have the option of returning to work and using any remaining FMLA or NPL at a later date, if it is within 12 months of the birth/adoption/foster placement.
- ☐ **For Non-birthing Parents:**
  - ✓ You may begin NPL anytime within 12 months of the birth/adoption/foster placement.
  - ✓ You will need to provide a copy of the birth certificate/relevant paperwork to LMT and bswift (for your child's health benefits).

Important Benefits and Other Resources

- ☐ **Enroll your new child in Benefits**
  - ✓ If you wish to add your new child to your Chubb medical benefits, you'll need to do so via your account on the Chubb Benefits Center ***within 30 days of the birth or adoption/placement***.
- ☐ **Select a pediatrician that is in-network with your medical plan**
- ☐ **Evaluate child-care options**
- ☐ **Make changes to some of your benefits, including:**
  - ✓ Adding dependent child life insurance
  - ✓ Considering enrolling in a **Dependent Care** Flexible Spending Account (FSA) for daycare expenses. Click here to learn more about FSAs.
  - ✓ Updating beneficiary designations
- ☐ **Explore additional resources that Chubb has to offer by visiting the Chubb Benefits Center**
  - Services available for New Parents through Chubb's EAP (Aetna Resource for Living). Visit www.resourcesforliving.com (**Username: Chubb, Password: EAP**)
  - Milk Stork (breastmilk shipping during business travel)
  - Lactation Rooms (See HR for onsite at US offices)
  - PerkSpot (childcare and other related discounts)