

# Qualified Life Event Guide for Birth or Adoption



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## Your benefits

### Maternity Leave

Maternity Leave is categorized as a Short-Term Disability (STD) Leave during the time in which an expecting mother's doctor declares that she is unable to work & the Hartford has approved the claim as such. The recovery time for maternity leave, is 6 weeks postpartum for normal delivery or 8 weeks' post- partum for a C-section.

Short-Term Disability Leave will be applied towards the Family Medical Leave Act (FMLA) allowance, if eligible. The combined Short-Term Disability Leave and Medical Leave will not exceed 12 weeks in a 12- month period (16 weeks in a 24-month period for Connecticut employees & other applicable state approved offerings). California employees are eligible to receive up to four months of maternity disability which may overlap & run concurrently with a portion of FMLA leave, if applicable.

Be sure to report your disability claim to the third party disability vendor, The Hartford by calling 1-888-277-4767. The STD group number is 342283. This applies to all employees in all states going out on maternity leave. For California employees, you are required to report your claim to the EDD, the State of California in addition to calling the Hartford.

Please reference the leave of absence guide for more information.

### California Employees

In addition to reporting your disability claim to the Hartford, you will also have to report it to the State of California, Employment Development Department (EDD) by calling 1-800-480-3287. While receiving salary continuance from the company, your California EDD state benefit will be reduced from your pay provided by the company. Your pay from the State of CA, plus your adjusted pay will equal one hundred percent during such applicable period (known as an offset adjustment).

### California State Disability Insurance (SDI) EDD payments

When you receive direct deposit/EFT payments (debit card) for your state benefit, you MUST immediately notify your Benefits Associate via email or phone. You will need to provide the benefit amount (weekly/daily rate) the state has approved. Publicis Benefits Connection will also need a copy of the initial statement reflecting the amount that's provided to you from the State of CA (EDD). As mentioned above, the company will need to reduce the compensation you receive via Payroll (since you will not be sending any checks for your state benefit). This MUST be done so you are NOT overpaid. You cannot receive 100% pay from the company plus the state benefit.

### Parental/Adoption Leave

Please contact your local Human Resources (HR) Department to verify the allotted paid time off granted by your company. If leave is granted, time off will be applied to the allowable 12 weeks of FMLA in a 12- month period (16 weeks in a 24-month period for Connecticut employees or other approved state offerings, if applicable).

### Medical coverage for your child

If you are covered under a Publicis medical plan, you must contact the medical insurance carrier to pre- certify your and/or your dependent's hospital admittance. You must contact the medical insurance carrier either one business day prior to a scheduled admission or within two business days following an emergency admittance. This also applies for skilled nursing care, private duty nursing and home health care services. As a reminder, you will need to go onto the PBC benefits website to enroll your child in coverage within 31 days of the birth.

Failure to contact the MSA unit can result in your receiving a penalty that may be as much as \$500 or more, which cannot be reversed.

## Health Care coverage changes

Changes must be submitted through the [Publicis Connections website](#) within 31 days of the date of birth/adoption. Future effective dates are not acceptable. You must wait until the birth/adoption to submit a change.

If you are unable to access the site while on leave, please contact the Benefits Shared Service Center at 1 (800) 933-3622, weekdays 9am-5pm ET.

**If you are outside of your 31 days** to submit your birth/adoption event change, you can contact Health Advocate for assistance in seeking alternative coverage outside of the company for the remainder of the plan year. Please review the Health Advocate information on page 6 of this guide.

## Submitting a Birth or Adoption event change

You can add your new dependent to your medical, dental and vision coverage. You may also enroll in or change your TRIP and FSA elections. You may also increase your supplemental life insurance coverage, add life insurance for your new dependent and enroll in group legal coverage.

A Social Security Number (SSN) for a new born is not needed at the time you enter your election change online. A dependent over the age of 1 is required to have their SSN recorded in your benefits account online. As soon as you obtain your dependent's SSN, please log back into to your benefits account to enter the SSN.

To submit a change:

1. Enter your user ID and password on the [bswift](#) login page.
2. On the Welcome page, go to the Life Events section and click on Birth for the birth of a child or click other life events for an adoption and follow the prompts.
3. After you've made your applicable changes, tick the box for 'I agree and I'm finished with my enrollment' your life event change.
4. Subsequent to making your change, bswift will contact you via email or home mailing to request dependent verification within a specified "verification deadline".
5. **Your verification deadline is 30 calendar days from your enrollment date.** You'll need to submit the required documents to bswift by the deadline specified in your notice, or your requested coverage will be retroactively terminated as of the date of coverage.

If you are on disability or a leave of absence, any election changes you make to LTD, Life or AD&D will not take effect until you actively return to work.

## Dependent verification

Publicis conducts periodic dependent audits to ensure that the health plans are covering only those individuals, and their dependents, who are eligible to participate in the plans. Once notified, you will need to provide proof of your dependents' eligibility (for example, a birth or marriage certificate). If you do not provide satisfactory proof, coverage for ineligible dependents will be terminated.

## Health Care Flexible Spending Accounts

Publicis Flexible Spending Accounts offer special tax-savings opportunities by allowing you to pay for certain out-of-pocket health care expenses and dependent day care costs with pre-tax income up to certain maximum limits. If you are not currently enrolled or would like to make changes to your Health Care Flexible Spending Account, you may do so now while you are enrolling your dependent spouse. Any additions must be made within 31 days of the marriage event's date. Otherwise, you must wait until the Open Enrollment period.

Changes made during the Open Enrollment period become effective the 1st of January of the following calendar year.

## Dependent Care Flexible Spending Accounts

If you are not enrolled or would like to make changes to your Dependent Care Flexible Spending Account, you may do so within 31 days of the event's effective date. Otherwise, you must wait until the Open Enrollment period. Changes made during the Open Enrollment period become effective the 1st of January of the following calendar year. Only qualified care expenses for children under 13, disabled children and elder care expenses are eligible for reimbursement in this spending account.

## Additional Life Insurance

As a Publicis employee, you are provided with a Basic Life Insurance policy at no cost to you. If you are thinking about purchasing additional Life Insurance, consider the Supplemental Life Insurance available to Publicis employees. Evidence of Insurability may be required in certain election changes.

Supplemental Life Insurance offers the following advantages:

- Premiums based on group rates and age.
- Coverage available for your spouse and children.

Your spousal Life Insurance coverage amount cannot exceed the lesser of \$300,000 and/or your combined Basic and Supplemental Life Insurance Coverage.

If both you & your spouse work for a Publicis Groupe Agency, the following is not allowed:

- An employee is not eligible to be insured as a spouse.
- A child is only eligible for coverage under one employee.

Please call MetLife, our life insurance provider, at 1-877-275-6387 for additional information.

## Life Insurance Beneficiary(ies)

Visit [bswift](#), our benefits enrolment system, to review and /or update your beneficiary(ies).

## Publicis 401(k) Plan

Visit [www.netbenefits.com](http://www.netbenefits.com) to log into your account to update your beneficiary information. You can also contact Fidelity by phone at 1-800-835-5095 to request your bar-coded beneficiary form to be generated and mailed to you for completion.

Please contact Fidelity at 1-800-835-5095 regarding making changes to your Publicis 401(k) Plan.

## W-4 tax forms

W-4s are used to change your Federal, State and City withholding tax. These forms are available from your Payroll Department. Please contact your local Human Resources Department for assistance in contacting your Payroll Department.

## Additional resources

### Special Beginnings Program

The Special Beginnings provided by BlueCross Blue Shield of Illinois (BCBSIL) offers educational materials and support, pregnancy risk factor identification, ongoing communication and monitoring, and access to an online resource center. Support available from early pregnancy through six weeks after delivery.

For more information, contact BCBSIL at 888-421-7781 or visit [www.bcbsil.com/specialbeginnings/](http://www.bcbsil.com/specialbeginnings/).

## Employee Assistance Program (EAP)

The new responsibilities that come with a growing family can bring added stress to parents. Or, perhaps a child will need help in adjusting to the presence of a competitor for parental attention. The Employee Assistance Program (EAP) is available to all Publicis employees. The Company pays the full cost of the Plan. EAP services are provided through Workplace Solutions, an independent, professional counseling organization that is available to help you and your family to cope with this major change in your life.

Short-term counseling, childcare and elder care referral services are provided by experienced clinical professionals. You can call the EAP toll-free 24 hours a day, 7 days a week, at 1 (800) 327-5071.

## Health Advocate assistance program

Health Advocate is an employer-paid program designed to help employees and their family members better navigate the health-care system. Health Advocate has a staff of highly trained registered nurses, backed by a staff of medical directors and administrative experts. They will make the phone calls, review claims, and do the medical research on behalf of you or your family member.

Health Advocate will also help find the best doctors, making the appointments, obtaining unbiased health information, getting help for elderly parents, and much more. Health Advocate covers eligible employees, spouses, dependent children, parents and parent-in-law. Contact Health Advocate at 1-866-695-8622 with any inquiries or questions.

## Publicis Connections

If you have any additional questions, please contact the Publicis Connections Service Center at 1-800-933-3622 (weekdays, 9am - 5pm ET).

You can also visit the [Publicis Connections website](#) for plan documents, plan overviews, carrier contact information and additional resources.

## Reservation of Publicis rights

This summary is intended to provide you with an easy-to-understand description of Birth/Adoption Guide for Publicis benefits. While every effort has been made to make this Guide as completely descriptive and accurate as possible, this summary, of necessity, cannot contain a full restatement of the terms and provisions of the plans. Should any conflict arise between this summary and the plans, or if any point is either partially or not covered at all in this summary, the terms of the plans will govern in all cases. Please note that no individuals (other than Plan Administrator) have any authority to interpret the plans (or other official plan documents) or to make any promises to you about the plans.

Publicis reserves the right, in its sole and absolute discretion, to amend or terminate the Plans in whole or in part, and as Plan Administrator to interpret any of the provisions of the Plans and make all determinations under the Plans. Any such interpretation or determination of Publicis as Plan Administrator shall be final and binding on all parties.