Parental Leave — Step by Step

Congratulations! You’re about to welcome a new addition to your family. As you get the baby’s room ready and shop for onesies, be sure to prepare for the time you’ll be away from work. Make sure your parental leave goes smoothly with this step-by-step checklist.

The great news is that Parental Leave is a paid benefit, which you can take anytime within the 12-month period that starts the day your child is born or placed with you through adoption. When you request Parental Leave, be sure to also request:

- Family and Medical Leave Act (FMLA)
- Short Term Disability (STD) benefits, if applicable

This checklist focuses on Parental Leave. You can learn more about FMLA and STD benefits on the Total Rewards Library at [www.mckesson.com/totalrewardslibrary](http://www.mckesson.com/totalrewardslibrary) > Leave of Absence.

**Step 1** 6 months before your leave

- **Give your manager a heads-up.** Let your manager know you plan to request Parental Leave at least six months before you want to take the leave. That way you both have time to make a game plan for your team while you’re away.

- **Get familiar with the rules.** Check out leave policy details on McKNet. If you still have questions, see the Parental Leave FAQs at [www.mckesson.com/totalrewardslibrary](http://www.mckesson.com/totalrewardslibrary) > Leave of Absence or call the HR Support Center at 855.466.2547 and press 2.

- **Enroll in the Maternity Care program.** Your medical plan offers prenatal education and guidance from the start of pregnancy through a newborn’s first months. There’s no additional cost for you. Call the number on the back of your medical ID card for details.

**Step 2 5 months before your leave**

- **Plan ahead for your baby’s health.** Call the number on the back of your medical ID card if you need help finding a pediatrician or want to know how much your baby’s care will cost.

- **Consider getting a biometric screening.** A biometric screening can help you learn about your health and it’s worth up to 4,025 Vitality Points. You can schedule a biometric screening at a Quest Diagnostics Patient Service Center (PSC) at [www.powerofvitality.com](http://www.powerofvitality.com) > Health Profile > Vitality Check > Schedule your Vitality Check with Quest. As always, follow your doctor’s advice.

If biometric screenings are already part of your regular care, you may find it’s easiest to submit your results* using the Vitality Check Form. You can download the form at [www.powerofvitality.com](http://www.powerofvitality.com) > Your Account > Forms and Waivers > Vitality Check.

**TIP**

Update your Vitality Health Review™ (VHR) responses* on the Vitality website to reflect that you’re pregnant, or submit the Prenatal Care Verification form ([www.powerofvitality.com](http://www.powerofvitality.com) > Your Account > Forms and Waivers). That way, Vitality can adjust your goals as needed.

* Your biometric screening results, like your VHR responses, are protected health information and not shared with McKesson without your consent.
Step 3 30 days before your leave

- Request Parental Leave, FMLA and STD benefits. Call Matrix at 866.254.8706 or go to www.matrixabsence.com to request your Parental Leave, FMLA, and if applicable, STD benefits. Give Matrix your contact information (phone number and personal email address) so they can reach you during your leave.

If you're pregnant, any FMLA and STD benefits you're eligible for will cover the time off you take due to a pregnancy-related disability. After your disability period ends, you can start Parental Leave. If you're not pregnant, your Parental Leave and FMLA run at the same time.

When you call Matrix, you can expect the Matrix agent to ask about your job, your medical plan and reason for your leave. If you're pregnant and plan to use STD benefits, let the agent know whether you want to use Paid Time Off (PTO) to supplement your STD benefits or if you want to opt out of this option.

Matrix emails you an Absence Packet within 24 hours of your call. The packet includes your:
- Blank medical certification form
- Authorization release
- Primary caregiver form
- Fitness for Duty Certification

You can also find a list of these required forms at www.matrixabsence.com. If you don’t get an electronic packet within 24 hours of your call, contact Matrix.

- Visit your state's website(s). See if your state offers any additional parental leave and disability benefits.

TIP

If you’re eligible for state disability benefits, you need to continue paying your medical premiums during your leave to keep your medical coverage. Call the HR Support Center at 855.466.2547 and press 1 if you have questions about how being on leave affects your medical coverage.

- Don’t forget to breathe. If you’ve made it this far, don’t worry, you’re on the right track. If you feel stressed or anxious, you can turn to the Employee Assistance Program (EAP) for help. Learn more at www.resourcesforliving.com (username: mckesson, password: eap).

Step 5 Within 31 Days of your child’s arrival

- Let Matrix know your child arrived. As soon as you can, call Matrix at 866.254.8706 to confirm your child’s date of birth or placement with you through adoption. This is also the time to discuss the details of your Parental Leave with Matrix, such as the specific dates of your leave and the benefits you will receive.

- Update your McKesson benefits. The birth or adoption of a child is a qualifying life event. This means you can update your medical, dental and vision coverage, plus your flexible spending accounts and life and accidental death and dismemberment (AD&D) insurance within 31 days of your child’s birth or placement with you through adoption.

Don’t forget to update your health savings account and 401(k) contribution amounts, beneficiaries and commuter benefits.

To add your new child to your benefits, go to UPoint > Life Changes or call the HR Support Center at 855.466.2547 and press 1. You need your child’s name, date of birth and birth certificate. You don’t need to wait for your child’s Social Security card to enroll them in coverage.

Consider a Dependent Care FSA

A dependent care FSA allows you to set aside up to $5,000 per year in before-tax dollars to help cover certain child care expenses, such as daycare fees. If you decide to enroll, be sure to set a contribution amount when updating your benefits. You can start or continue using your dependent care FSA when you return to work. Carefully estimate how much FSA money you need for the year because your unused money doesn’t carry over to next year. Learn more at www.mckesson.com/totalewardslibrary > Flexible Spending Account.
5 days before returning to work

- **Contact Matrix.** Call Matrix at **866.254.8706** to tell them your return-to-work date.
- **Reach out to your manager.** Let your manager know when you’re returning to work.
- **Ask your doctor to complete your Fitness for Duty Certification.** This form confirms you’re physically able to return to work. Email the form to Matrix before your first day back on the job.
- **Ask about mother’s room options at your work location.** Reach out to your local Facilities team to get information about using a mother’s room at your location.

First day back at work

- **Catch up with your team.** Meet up with your teammates to find out what’s new and thank them for stepping in while you were out.
- **Talk to your manager.** Pop in and say hello to your manager. Set a time when you can discuss what happened while you were out, and make a plan for your first few weeks back on the job. Remind your manager that Matrix will send them an email asking if you’re back at work.
- **Send Matrix a reply.** Keep an eye out for an email from Matrix in your work email inbox. Reply right away so Matrix can confirm you’re back at work.
- **Check in with HR.** Make sure your return-to-work date is recorded and your benefits are up to date. Call the HR Support Center at **855.466.2547** and press 1.
- **Update passwords.** There’s a chance your passwords expired while you were out. Take time to update them and call IT if you need help.
- **Head home.** You made it through your first day back at work! Now go enjoy some quality time with your family.
Additional Support for New Parents

**Resources for Living®**
www.resourcesforliving.com
(username: mckesson, password: eap)
888.425.6174
Need help finding childcare or want tips for keeping a healthy work-life balance? Turn to the Employee Assistance Program (EAP) for help. Free, confidential counseling and support is available 24/7.

**Vitality**
www.powerofvitality.com
877.224.7117
Read articles on parenting, learn healthy ways to recover from pregnancy and earn Vitality Points for your child's health screenings and flu shots.

**Yammer**
Share tips and stories with other McKesson parents by joining the MCK It’s Apparent You’re A Parent Yammer group on Office 365.

**Wellness Champion**
Talk with your Wellness Champion to learn about upcoming events and healthy activities at your location. If you don't know who the Wellness Champion is at your location, visit McKNet or email WellnessChamps@McKesson.com.