

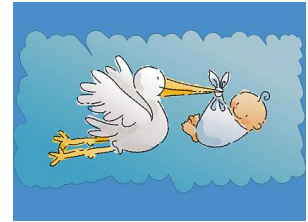
Maternity Leave of Absence

If you are taking a leave of absence for Maternity or for Adoption of a child, you will need to complete an Enrollment and Change Form within 31 days of the birth of the baby or the adoption date. Newborn coverage is **not** automatic. A copy of the birth certificate will need to be submitted to Risk Management when received, along with the child's social security number.

We recommend that you 'pre-enroll' your baby by filling out an Enrollment and Change form and submit to Risk Management before your due date. Once the baby is born, contact our office to give the information on the exact date of birth, baby name, etc. This will ensure you do not miss any deadlines for enrollment.

Having a baby is considered a qualified change in status or a life event. You will be able to make changes to some of your benefit plans, outside of the annual enrollment period, if the changes are consistent with the event. If you want to make any other changes, you can mark them on the form. (With the exception of Life Insurance, MetLife HIP and Disability, due to an active at work clause). If you have any questions about changing other benefits, please contact Risk Management's Benefit Team at 727-588-6197.

Payroll deductions are taken in advance, so additional premium may be owed for a change made during the year. You will be notified by mail of any missed deduction(s) or summer premium that is owed.



Aetna Maternity Program

The Aetna Maternity Program provides members with access to Aetna maternity nurses and other resources during pregnancy and after delivery. Members who begin the Aetna Maternity Program within the first 16 weeks of pregnancy will be eligible for 1 wellness credit, \$50 gift card, and a Mayo Clinic Health Pregnancy book.

Call 800-272-3531 or log in to your member website at www.aetnapcsb.com.