

Team Member Parental Guide

Congratulations on your new family addition!

Your guide with important and helpful information to help you prepare for your NEW family member(s)!



Time off to spend time with your family

Pay to welcome your child

Reporting a Leave

Provide 30 days notice of the request for a leave (or as much notice as practicable if the leave is not foreseeable), complete the necessary forms and file them with At Home's Absence management partner, The Standard.

The Standard Absence Management Partner

Via online at standard.com/absence.

Via phone at 866.756.8116

(Mon- Fri, 6:00 a.m. – 7:00 p.m. CT)

Eligible Team Members will receive up to 12 weeks under Family Medical Leave Act (FMLA) for the birth or adoption of their own child. For details and qualifying leave reasons, refer to the [Team Member Handbook](#) under the Time Off section.

Salary Team Members:

- Maternity/Adoption Pay up to 8 weeks (320 hrs.) at 100% of salary
- Paternity pay up to 4 weeks (160 hrs.) at 100% of salary
- Paid Time Off (PTO) will be used to cover any additional time needed.
- Depending on which state you reside in, you may be eligible for additional assistance.

Hourly Team Members:

- Paid Time Off (PTO) will be used while out on leave.
- If enrolled in Short Term Disability, you may be eligible to receive pay while you are out. Submit a claim via The Standard.
- Depending on which state you reside in, you may be eligible for paid family leave.

Check [here](#) to see if your state offers Paid Family Leave.

Available to all Team Members

Health Advocate Resources

- New Baby Resources
- Children/Parenting Resources
- Money Management Resources
- Health Advocate Blog

Employee Assistance Program

- Counseling services are available for Team Members and families, including children up to the age of 26
- 3 free sessions per person, per issue, per year
- A free 30-minute financial counseling session
- Online savings and discount center - Perks at Work
- 1-888-293-6948 - available 24/7

Blue Cross Blue Shield Resources

- [Perinatal Wellness Guidelines](#)
- [Staying Healthy Before, During and After Pregnancy](#)

If you don't have insurance

Click [here](#) to check out resources available through the Health Insurance Marketplace, Medicaid, and the Children's Health Insurance Program.



If you are enrolled in an At Home insurance plan

Download the **Ovia Health Apps** today! Ovia Fertility, Ovia Pregnancy, and Ovia Parenting apps can be downloaded from Apple App Store or Google Play Store.

- During sign-up, make sure you choose "I have Ovia Health as a benefit".
- Select BCBSTX as your health plan and enter At Home's name.

Register for **Well on Target**, to have access to online pregnancy programs and additional resources.

You also have access to the **24/7 Nurseline** through BCBS. They are available anytime you need them **1(800)581-0368**

If you have Hospital Indemnity Insurance

With Hospital Indemnity insurance, you'll be paid a benefit regardless of what your medical insurance does or doesn't cover. It can make a big difference in your total out-of-pocket expenses. You'll receive \$200 for each day you're hospitalized, up to a maximum of 15 days.

Click [here](#) to learn more.

Apps to Check Out



Apps listed are public and free, however may offer you products or services for a fee. At Home does not endorse, nor will it reimburse you for any products or services you choose to purchase.



Additional Resources

Bright Horizons Back-up Care

When your regular child care or elder care option falls through, Bright Horizons is able to step in. This benefit provides access to alternative in-home or center-based care for child(ren) and in-home care only for older adults. You may use Bright Horizons up to 5 days per year. Use Bright Horizons if:

- Your child's school or center is closed for breaks, teacher in-service days, or bad weather.
- Your parent's regular in-home care provider is out sick or on vacation.
- Your spouse (or other adult family member) is recovering from an illness or injury and needs help.

Access to Sitter City through Bright Horizons

You have free access to an online platform where you can search for sitters and child care providers by experience, location, rates, specific skills, and more.

- School support: remote learning help, learning pod help, tutors, and homeschool help
- Babysitters: before/after-school, weekend, last-minute, and date nights
- Nannies: full and part-time
- Special needs care: caregivers with experience caring for specific disabilities or conditions

Contact Bright Horizons:

Login [Here!](#)

Username: athomestores

Password: care4you



Next Steps...

Qualifying Life Event

The birth or adoption of your child is a "Qualifying Life Event".

You will have 31 days from the date of birth or adoption to add your child/dependent to your health insurance coverage.

Email Benefits@athome.com to submit your supporting documentation to open the enrollment window.

Documentation examples:

- Hospital/Adoption Documents
- Birth Certificate

All enrollment changes are made in [Oracle](#). See this [Job Aid](#) for steps on how to make election changes.

NOTE: Within 30 days of enrollment, a third-party partner, Unify HR, will contact you via email and mail and request documents to verify eligibility.

Benefit Changes to Make

- Add your new baby to your At Home Medical Plan - you must add your child as a dependent, even if you are already enrolled in "family" coverage.
- If you are not enrolled in an At Home Medical Plan, you may choose to do so at this time.
- Income Protection Plans
 - You might consider adding additional life insurance coverage for yourself and your child. We offer Child Supplemental Life Insurance at \$5,000 or \$10,000. You, as the Team Member need to be enrolled in supplemental life to elect this coverage.
 - Hospital Indemnity and Accident Coverage - add child coverage if you don't already have child coverage
- Based on your Medical Plan you may want to add to or start a Health Care and/or Dependent Care Flexible Spending Account (FSA) or a Health Savings Account (HSA).
- This is also a great time to review your beneficiary designations.



Have questions? We've got answers!

How will my PTO be applied during my leave? Am I able to borrow unaccrued PTO during my leave?

- Salary Team Members: PTO will be used to cover additional leave time, once all Maternity/Adoption/Paternity pay has been paid out.
- Hourly Team Members: PTO will be applied at the start of your leave.

You can borrow up to 3 days or 24 hours of unaccrued PTO. Contact us via email at LOA@athome.com so that this time is entered in Dimensions.

Am I eligible to receive Maternity Pay and Short Term Disability Pay?

While you are out on paid Maternity leave, you are not eligible to receive Short Term Disability pay for that same time. If you exhaust your leave and are still out due to personal medical reasons, contact us via email at LOA@athome.com to discuss options at that time.

How does At Home's Maternity/ Paternity leave pay and Short Term Disability interact with the Family and Medical Leave Act (FMLA) and other leave laws?

Any benefits received while on Maternity/ Paternity leave will run concurrently with the Family Medical Leave Act (FMLA) and other state leaves.

Am I eligible for an annual, quarterly or other bonus while out on a Maternity/Paternity leave?

Yes. If you meet the requirements for your bonus program. You could receive a prorated amount.

Is my job protected while I am out on a Maternity/Paternity leave?

Team Members' positions with At Home will be job protected in accordance with FMLA leave or Non FMLA leave regulations as provided in the [Team Member Handbook](#) in the Team Member Portal.

Will my benefits (medical, dental, vision, etc.) continue during Maternity/Paternity leave?

Health insurance and other benefits will continue as elected.

- If you are out on an approved Maternity/Paternity leave and still receiving an At Home paycheck, deductions will continue as usual.
- If your leave is unpaid, contact us via email at LOA@athome.com to coordinate a payment plan for your missed premiums during your leave or upon your return.

If I separate from employment prior to using SOME OR ALL OF MY Maternity/Paternity benefits, will they be paid out upon separation?

If you separate from employment (for any reason) during your Maternity/Paternity leave, any remaining weeks of your leave that would have been available to you had you remained employed will not be paid out in your final paycheck.

Is the Qualifying Life Event benefit only available if I am enrolled in an At Home Insurance Plan?

No. You will have opportunity to enroll in benefits for yourself and other dependents during this time as well.

Will I be expected to perform work during my Maternity/Paternity leave?

No. At Home offers Maternity/Paternity leave so that Team Members can spend time away from work and bond with their new child. You should not be expected to perform work duties during your leave, and managers will not require Team Members on leave to perform any work duties, either at the worksite or remotely.

That said, please work closely with your manager before the leave to ensure your duties and responsibilities are properly transitioned during the period of absence.

For any additional questions, please email the below

Leave of Absence Questions: LOA@athome.com

Benefits Questions: Benefits@athome.com