What You Need to Know About the Maternity Experience

Your Maternity Checklist Through the Stages of the Parent Experience

The JLL Parent Experience is our holistic approach to supporting your family when adding a new child. JLL offers benefits, resources and leave time options for every phase of your maternity experience — healthy pregnancy, bonding time with your family and a smooth transition back to work. A combination of FMLA, STD, Parental Leave Pay, PTO and personal leave allows you to spend time with your new child. Use this checklist to ensure you are getting the most from your benefits.

### Considering to Have a Child
- Visit HR Direct at https://hrdirect.jll.com
- Review your medical plan to understand your benefits, including infertility support
- Review your benefits and policies like Parental Leave Pay, STD, FMLA, PTO, personal leave, and adoption and surrogacy benefits
- Learn about the resources available through the EAP and myBlueprint4 Health

### Early Pregnancy
- Participate in a maternity support or FamilySource program² to receive Parental Leave Pay (2 additional weeks of leave paid at 100% of your salary)
- UHC: Recommend you participate in the UHC maternity support program within the first 20 weeks of pregnancy
- Contact Liberty Mutual to learn about your FMLA rights
- Contact the EAP to receive your customized pregnancy resource referral package and pregnancy kit
- Schedule time with your manager to share when you may take leave, how long you may be out, and the amount of PTO you will use

### Last 30 Days of Pregnancy
- Contact Liberty Mutual
- File for STD and FMLA
- Inform Liberty Mutual and your manager if your physician declares you disabled prior to delivery

### First Week After Birth
- Use PTO for 5-day waiting period before STD begins

### 2-8 Weeks After Birth
- Receive STD at 70% of base salary for the time you are unable to work

### Next 2 Weeks After Birth
- Receive 2 weeks, 100% paid leave, in a maternity support or FamilySource program²

### Up to 12 Weeks After Birth
- Use PTO for time off; unpaid time off if you do not have PTO

### After You Return to Work
- Meet with your manager
- Ask if a lactation/sick room is available
- Discuss availability of flexible work arrangements
- Discuss how your return is going
- Continue to access myBlueprint4Health and the EAP to use these valuable resources to help adjust to raising your newborn and work-life balance
- Call Bright Horizons when you need emergency child care
- Contact office services to get access to the Mothers Room (if needed)

When you complete these steps depends on your personal situation and the amount of leave you intend to take.

- Contact BSG within 31 days of birth if you intend to:
  - Add your new child to your medical plan
  - Increase contributions to the HSA, enroll in or increase contributions to FSAs, or enroll your newborn in dependent life insurance
  - Contact Liberty Mutual to confirm date of birth
  - Contact your state if you live in California or Rhode Island to claim your paid benefits in conjunction with offset from JLL

1. This is a typical scenario for giving birth. This timeline could vary depending on your personal situation, Parental Leave Pay and other leave time.
2. See Your Guide to the JLL Parent Experience to know when to participate in the program applicable to you.

Terms to Know
- BSG: Benefits Solutions Group
- EAP: Employee Assistance Program
- FMLA: Family Medical Leave Act
- STD: Short-Term Disability
- PTO: Paid Time Off

More Information
- Learn about your Parent Resources in Your Guide to the JLL Parent Experience