

BEFORE YOU GO ON MATERNITY LEAVE

Make sure you have answers to these questions before you head out on maternity leave. Send them to HR via email, or ask for a final meeting to review your questions.

- What forms do I need to fill out and when?
- How will I receive my paycheck? If I'm eligible for commissions or bonuses, how will those be paid out in my absence?
- How do I add my new baby to my health insurance?
- How do I sign up for a flexible spending account for childcare?
- How do I add my baby as a beneficiary on my retirement or life insurance policies?
- When I return, where will I be able to pump?
- What happens if I or the baby have complications and I need to extend my leave?