

For employees who live/work in Massachusetts

# Employee leave of absence checklist – maternity/bonding



This checklist will help you navigate the process for your maternity leave of absence. Please use it as a guide, as not all of the information may apply to you.

## Prior to your leave

- Notify your manager. Let them know when you plan to be out of work and for how long. If applicable, discuss coverage for your shifts and/or workload.
  - Develop a mutually agreeable communication plan with your manager for while you are out, including set times to check in and your preferred method of contact (i.e., email, phone, etc.).
  - Review the relevant information on maternity/bonding leaves of absence on the helpful Leave of Absence Portal on [Ask My HR](#). Click the *Leave of Absence* bubble to access. **Remember: your maternity leave will most likely be taken in two phases: recovery from birth, followed by your bonding leave.**
  - Next, submit a Leave of Absence Request through [PeopleSoft](#) approximately 30 days prior to your expected due date.
  - Once your request is submitted, send any required documentation to the Leave of Absence Team as instructed.
  - Determine how you wish to be paid. Depending on your affiliate's [leave pay procedures](#), this could be via [Massachusetts Paid Family and Medical Leave \(MAPFML\)](#) medical pay, Short Term Disability (STD) coverage, or a combination. Plan for any weeks you may go unpaid while your coverage kicks in.
1. **Recovery from birth.** Weekly-paid employees\*: Contact Unum by calling 877-217-5491 (8 a.m.–8 p.m. EST) to file a claim for MAPFML medical leave and/or Short Term Disability (STD) benefits, if applicable. You must do this at **least 30 days before your expected due date**. Submit any necessary documentation to Unum as required. [View more about Unum](#).

\* Monthly-paid employees do not need to contact Unum. Review [pay explanation](#) for more information.

2. **Bonding leave:** starts the day after your STD/medical benefits end. Must be taken within the first year of baby's birth.

If you wish to be paid by the State, you must apply for MAPFML on [mass.gov](#) or by calling 1-833-344-7365 (Monday–Friday, 8 a.m.–5 p.m. EST) **at least 30 days in advance of your bonding leave**. Submit any necessary documentation to the State as required. [View FAQs](#).

If you are planning to take your bonding leave [intermittently](#), work with your manager to determine a schedule that minimizes disruption to the department. **Intermittent bonding scheduling requests should be made four (4) weeks prior to birth**. Decide if you will be scheduling blocks of time off (i.e., two weeks at time of birth and then additional weeks later in the year) or planned days off.

## Helpful tips

- ✓ Before your leave begins, change your email out of office reply and voicemail greeting as appropriate. Include information on who should be contacted in your absence.
- ✓ Confirm that your personal email address and phone number are up to date in [PeopleSoft>myDetails](#). Choose *Addresses* and *Contact Details* to make changes. If you do not provide a personal email address, correspondence from the Leave Team will be sent to your Mass General Brigham email address.
- ✓ In [PeopleSoft>myPay](#), you may pause your transportation pass or other voluntary deductions that are not needed during your leave.
- ✓ For managers: If you approve [PeopleSoft](#) transactions, consider setting up a delegate to handle these while you are out.

## During your leave of absence

- Keep an eye out for any communications from your Leave Specialist and, if applicable, Unum and the State.
- Check in with your manager and keep them updated. Alert them to any changes in your circumstances as soon as possible.
- If you require an extension to your personal illness/recovery from birth leave, it must be reported to your manager and the Leave of Absence Team at least seven (7) days before your original estimated return to work date. If applicable, you must also notify Unum and/or the State of any changes.
  - You must provide the Leave of Absence Team with a physician's note extending your leave of absence. Any changes to personal illness/recovery from birth leave may impact the time you have available for the bonding portion of your leave.
- Review your paycheck in [PeopleSoft>myPay](#). If you notice a discrepancy in your pay, or you have questions, view the [leave pay FAQs](#) or reach out to your Leave Specialist.
- Remember that you may not attend work meetings or work events while out on a leave of absence.

## Returning to work

Before you return	After you return
Contact your manager to confirm your return date and figure out a plan for your return	When you return, you must notify the Leave of Absence Team and, if applicable, Unum and/or the State.
Confirm that you are compliant with both flu and COVID-19 vaccine policies. If you are unsure, check with your manager	Complete any overdue required training assignments in HealthStream.



## Helpful tips

- ✓ If you wish to add your newborn to your health insurance, make sure you do so **within 30 days of the date of birth** or you will be billed directly for your hospital stay. Visit [PeopleSoft>myBenefits>Life Events](#) to enroll them.
- ✓ Don't forget to turn off your out of office email reply and/or voicemail message.
- ✓ Schedule a meeting with who covered for you while you were out to get back up to speed.
- ✓ Read the most recent Broadcast Mass General Brigham emails to catch up on Mass General Brigham happenings.
- ✓ Reset password if needed.
- ✓ Visit [PeopleSoft>myPay](#) to restart any transportation passes or other benefits you pay have paused.
- ✓ Visit [PeopleSoft>myBenefits](#). If you have any paycheck deductions in arrears, they will begin to be deducted from your first paycheck after your return from leave. The payment plan will last for the length of time you were out on leave of absence.

## Resources to support you

- The Employee Assistance Program (EAP) provides free and confidential counseling and services for all employees and their household members. Learn more and contact them by visiting [www.eap.partners.org](http://www.eap.partners.org).
- A variety of [child care programs](#), including in-center and at home backup care, are available for benefits-eligible employees. Learn more at the link above or by contacting [PHSChildcare@partners.org](mailto:PHSChildcare@partners.org).

## Important contacts

### [Mass General Brigham HR Support Center](#)

1-833-275-6947 (Monday–Friday, 8:30 a.m.–5 p.m. EST)  
or via [online request](#) at any time.

### [Unum](#)

1-877-217-5491 (8 a.m.–8 p.m. EST)

### [MA Department of Family and Medical Leave](#)

1-833-344-7365 (Monday–Friday, 8 a.m.–5 p.m. EST)