

Resources for you and your family

Congratulations on the new addition to your family!

To help you during this important time, you'll find information about benefits available to you to support you and your growing family.

*For benefits-eligible employees

BLUE LION
S A L O N S T U D I O S





About Parental Leave

- Full time employees are eligible to take up to 12 weeks unpaid leave.
- Full time employees accrue 1 week of paid parental leave for each completed year of service with the company.
- You may use accrued PTO during your parental leave.

The example below shows what an employee with 1 full year of service could be eligible for

1	1 Week Paid Parental Leave
2	Up to 5 days roll over PTO from prior year
3	Up to 10 days accrued PTO from current year
4	
5	Unpaid Weeks
6	
7	
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11	
12	

During pregnancy:

Special Beginnings

Blue Cross Blue Shield offers a Healthy Pregnancy program called Special Beginnings. The program offers support and education from the early stages of pregnancy to six weeks after delivery. Employees who have coverage may call 888-421-7781 to enroll in the program. Once enrolled, you will be contacted to complete a confidential questionnaire and will receive a complimentary copy of "The Simple Guide to Having a Baby". You will receive periodic follow up calls during your pregnancy and after delivery to support you along the way.

Preparing for Parental Leave

It is important to be in close communication with your supervisor to adequately prepare for coverage during your leave. Some things to be sure to communicate will be: the anticipated date your leave will begin, the amount of time you are planning to take off, and keeping a list of things you are working on with any specific details that would be needed to know so someone else can bring the project or task to completion.

Preparing to Return to Work

During your leave, if circumstances change and you need to take off more or less time than originally communicated, please let your supervisor know as soon as possible. 30 days prior to returning to work, please give your supervisor notice of your return to work date. Please note, you will need to receive clearance from your doctor in order to return to work. Circumstances that result in total time off that exceeds 12 weeks will be reviewed on a case by case basis.

Once your child has arrived:

Health and Insurance

If you want to add your child to your benefits, including medical, dental and vision insurance, you'll need to do so within **31 calendar days** from the birth or adoption of your child by completing the insurance application and sending it to amanda@thesalon.blue.

If you miss the deadline, per government rules, you'll have to wait until the next Annual Open Enrollment or qualified event to make changes to your benefits.

Update your beneficiaries

Update your beneficiaries for your life insurance, as well as any accident insurance, retirement benefits, or other policies or accounts you have outside of the company.

Financial Planning

Review and make any changes to your tax-withholding elections to add your new family member as a dependent. You may submit the updated W4 Form to amanda@thesalon.blue.

Remember, if you need help, these services are available to you:

24/7 support from a registered nurse

If you are enrolled on a Blue Cross Blue Shield plan through Blue Lion and you have a question about your baby's fever, how to manage your allergies or if you should go to the emergency room, you have access to a registered nurse by phone, for free 24/7.

Blue Cross Blue Shield Nurse Line phone number is located on the back of your insurance card

Virtual Doctor Visits

Connect with a U.S. board-certified doctor (including pediatricians) by phone or online video anytime you or your enrolled dependents need non-emergency care. You don't have to leave the house, no waiting rooms, no hassles. If prescription medications are deemed necessary, the prescription can be sent to your pharmacy. The cost for the virtual visit is subject to your insurance plan type.

Virtual visits are available through [MDLive](#) or [Doctor on Demand](#)

Breastfeeding Support

You may be able to receive breastfeeding support and lactation counseling services. These services are covered at no cost if you go to a trained in-network provider for employees who are covered on one of the Blue Cross Blue Shield insurance plans.

Your insurance plan also covers the cost of a breast pump. Your doctor will write a prescription just before or after your delivery so you can order the pump through a specified retailer that works directly with the insurance company. If you wish to research the make/model before you need to make a choice of which one to order, you will need to contact the insurance company to find out which ones are covered for your plan type.