The University of Texas at Austin is committed to supporting new and expecting parents through this exciting time in their lives.

The information contained in this brochure provides an overview of the benefits and resources that may be available to you.
BlueCrossBlueShield (BCBS) - Special Beginnings
Maternity program available to expectant mothers covered under the UT Select BCBS Medical Plan. Provides support from early pregnancy until six weeks after delivery. Enrollment is easy and confidential.

- Breastfeeding support, services, and supplies are available through BCBS. For more information, contact a Benefits Value Advisor (BVA) at the customer service number listed on your medical ID card.

Family and Medical Leave (FMLA), Parental Leave, Foster Parent Leave
Contact HR Leave Management approximately 45 days prior to your estimated due/adoption/placement date to find out if you are eligible.

Short-Term Disability (STD)
If you are pregnant and enrolled in short-term disability insurance, contact Dearborn National at (866) 628-2606 to initiate a claim. Please keep in mind that your claim will not be approved until your have exhausted all of your available sick leave.

- While on STD, you have three options with regards to your other leave:
  1. Receive 60% of your pay from Dearborn and freeze your other available leave for the duration of approved STD.
  2. Receive 60% of pay from Dearborn and use 40% of available leave to receive 100% pay.
  3. Receive 60% of your pay from Dearborn National and use 100% of available leave to receive 160% pay.
- If you select option 1 or 2, you must notify your department HR contact within 5 days of your claim’s approval so your assignment can be updated.

Update Timesheets & Review Available Leave
Keeping your timesheets up to date will better allow you and your department to plan for your leave and determine whether any of your time away will be unpaid.

- You are not required to complete timesheets while on FMLA protected leave, but doing so will reduce the likelihood that you will be overpaid.
- All available time off will run concurrently with any FMLA award.
- Sick leave must be used in accordance with the Sick Leave Policy, and may only be used for the period of incapacity (generally, six weeks for natural birth and eight weeks for caesarean).

Additional Leave Options
- You may be eligible for Sick Leave Pool (SLP) if you or your child had a “catastrophic” illness or injury.
- If you aren’t eligible for SLP, you may be eligible to receive a Sick Leave Donation from another UT Austin employee.
- Contact HR Leave Management for more information.

Insurance Coverage While On Leave
- While on FMLA protected leave, your insurance cost will not change.
- If on Parental Leave, your insurance will remain in effect, but you will be responsible for paying 100% of the cost of your benefits. The University will no longer subsidize your premiums.
- If any portion of your leave will be unpaid for a full calendar month or more, HR will mail you a letter detailing your insurance options. You must respond to the letter within 15 days, or your insurance may be suspended.

Insurance Changes
You have 31 calendar days from the due/adoption/placement date to add your child to your insurance by completing an online change of status form and providing proof of eligibility (e.g. birth certificate, adoption order, etc.)

- Newborns are automatically covered by the employee’s medical for the first 31 days after birth. For coverage to continue beyond 31 days, you must add your child to your benefits as specified above.
- Newborns may be added to coverage as of the date of birth or at the beginning of the next month, provided it is within 31 days of the date of birth.
- Premiums will coincide with the coverage start date and will not be prorated if coverage begins mid-month.

Employee Assistance Program (EAP)
EAP can consult with you about juggling work and family demands, making personal family decisions, adjusting to the feelings that come with having a new baby, post-partum depression, sleep related issues, and other resources in the community. They can also assist with finding and scheduling lactation/quiet rooms, and requesting a flexible work arrangement.

UT Child Development Center
Child care services are available to university students, faculty, and staff for children six weeks to five years of age. Space is limited and wait list timeframes vary by age. You can apply for the waiting list as soon as you become pregnant, or begin the adoption process.

Other Available Services
- Life Mart Employee Discount Program: hr.utexas.edu/employee-discount-program
- Lifecare: member.lifecare.com
  
  Registration code: UTAUSTIN Member ID: EID