

Parent Support Policy Checklist

Congratulations on your new addition! Nestlé wants to make sure you can focus on your family, so we put together this checklist to keep you on track when you are planning for your leave and when you return.



Looking for additional support?

Use your \$500¹ from the Lifestyle Spending Account (LSA) to get the support you need.

¹Part-time employees will receive \$250.

Preparing for Your New Family Member

✓ Plan your time away.

Check out the [Parent Support Policy](#) on myNestlé > My Pay and Time Off > Leave of Absence and Parent Leave Policy to find out how much time you can take off when your baby arrives.

- Primary caregivers can take up to **26 consecutive weeks** of parental leave, with **18 weeks** of fully paid leave.
- Parental leave allows for up to **four consecutive weeks** of paid leave for those not designated as a primary caregiver.

Contact the Leave and Disability Service Center to submit your leave request at **1-877-637-2255** (Option #4) or log in to the portal through [myNestlé](#), or go to [mysedgwick.com/nestleleaves](#).

✓ Take care of yourself — physically and mentally.

If you're pregnant, find information on staying healthy in the document [Preventive Services Guidelines for a Healthy Pregnancy](#) under the Documents section on [Healthworksatnestle.com](#).

You may want to talk to your manager about expectations and accommodations you may need, including a flexible work schedule, working from home or allowance for additional breaks.

Mental health resources

- [Mental Wellbeing Support](#) for confidential therapy
- [Meditation and mindfulness](#) resources to support you on your wellbeing journey

✓ Check out the Nestlé resources that can help you care for your baby.

Feeding your baby

- Free breast pump through the [Nestlé Medical Plan](#)
- Free breast milk shipping while on business travel through [Milk Stork](#)

Find a pediatrician.

- Visit [carefirst.com/nestle](#) to choose a pediatrician who meets your needs.
- If you're covered under an HMO, contact the phone number on the back of your ID card.

Get child care support.

- Your [Mental Wellbeing Support](#) benefit can also provide child care referrals.

✓ Plan for your leave of absence.

Be sure to submit your leave request to the Leave and Disability Service Center at least **30 days before** the start of your leave. Inform HR and your manager of your anticipated leave start and return-to-work dates, and keep your manager informed of any changes.

Discuss the status of your current work with your manager. Create a transition plan for who will take over your responsibilities and when. This should ideally be ready **four weeks before** your scheduled leave start date.

Share the good news with your colleagues, vendors and clients — and let them know who they will be working with while you're out.

✓ Take care of these to-dos before you leave.

Your Parent Support Policy documents must be provided **prior to the birth date**. Send them to the Leave and Disability Service Center by uploading on the portal, faxing, mailing or emailing to [claimdocuments@sedgwick.com](#), and include your name and employee ID in the subject line.

Create an out-of-office message in Outlook and greeting on your office voicemail.

If applicable, change meeting invites established in your name so others can manage the meetings while you're out.

When Your New Addition Arrives

✓ Plan ahead.

Review your life insurance needs and update beneficiaries. You may want to consider increasing your own life insurance or adding dependent life insurance for your baby.

Child Life Insurance is a benefit offered by Nestlé. Benefits-eligible employees are automatically provided with child life coverage of \$5,000 for 30 days following the live birth of your firstborn child. Benefits-eligible employees have within 30 days from the birth to continue this coverage or elect additional coverage. If you do not enroll, the coverage will terminate on day 31.

The **Mental Wellbeing Support** and **MetLife Legal Plans** can also help you with estate planning and creating a will to guarantee your assets pass to the people you select in the manner you desire.

✓ Announce your baby's arrival.

Let the Leave and Disability Service Center, HR and your manager **know when your baby is born**.

✓ Make benefit changes.

If you wish to enroll your baby in Nestlé benefits, log in to nestle.ehr.com or call the Nestlé Benefits Service Center at **1-877-637-2255**, Option #2.

(NOTE: You must do so within 30 days to avoid a gap in coverage. If you do not enroll your baby after 60 days, you will not be able to add your baby until the next Annual Enrollment for benefits effective the following year.)

✓ Update your savings and spending accounts.

You may also make changes to your medical coverage or change contributions to your **Health Savings Account (HSA)** and/or **Flexible Spending Accounts (FSAs)**, including a **Daycare FSA** (or add those accounts if you don't have them yet). You have 30 days after your baby is born to make medical coverage, HSA and/or FSA changes.

✓ Speak with a financial advisor.

A lot is changing in your life, so now may be a good time for personal financial coaching through [Financial Finesse](#).

✓ Plan for your return.

When you've confirmed your return-to-work date, inform the Leave and Disability Service Center, HR and your manager at least two weeks before your return date (to ensure there are no issues on your start day).

If you plan on breastfeeding, find out if your location has a Mothers' Room or other breastfeeding resources. If you need access to a [Mothers' Room](#), let HR know.

Find out from your manager if there are options for a phased return, a flexible work schedule or working from home.

Ask your manager or HR if you need to take action to activate your badge or if there are other facility-related actions you will need to take before you return.

Welcome Back

✓ Contact the Leave and Disability Service Center.

On the day you return to work, contact the Leave and Disability Service Center to inform them that you have returned to work.

✓ Schedule time with your manager.

Schedule a 1:1 with your manager within two days of your return to work to review your transition plan and your workload.

✓ Meet with HR.

Contact HR for additional resources or support.

✓ Engage in the Nestlé community for support.

If you have access to Viva Engage, check out the potential parenting groups you can join to get support from your colleagues.

✓ Check out all of your benefits.

Go to Healthworksatnestle.com for complete details on these benefits and more.

