



Expecting A New Baby? Items to Consider

Thirty Days Before Due Date:

- ✓ Contact Human Resources Department, HRBenefits@acps.k12.va.us, and complete the Family Medical Leave (FML) form. The form is online at www.acps.k12.va.us/Page/526.
- ✓ File a short term disability claim (STD) with the Hartford, 1-800-741-4306. The STD brochure is available online at www.acps.k12.va.us/cms/lib/VA01918616/Centricity/Domain/804/benefits/disability/telephonic-claims.pdf.
- ✓ **Time Clock Plus (TCP):** Do not enter your leave in Time Clock Plus once you have received a leave letter approval from the Human Resources Department.
- ✓ **Frontline:** If you use Frontline for absences, you must enter your absence in the Frontline system for the period of time you will be on approved leave. You may access Frontline at <https://app.frontlineeducation.com>.

Within the First Week of the Birth of Your Child:

- ✓ Contact Human Resources Department, HRBenefits@acps.k12.va.us to report your baby's date of birth.
- ✓ Contact the Hartford to inform them that you have given birth.
- ✓ Submit an Enrollment Form and a copy of the birth certificate or certificate of live birth within 30 days of the birth of your child to add him/her to ACPS health insurance plan. Benefits enrollment forms are available online at, www.acps.k12.va.us/Page/531.

After Exhaustion of Family Medical Leave (FML) or Short Term Disability:

- ✓ Submit a medical return to work release to HR at least two (2) business days prior to the return date. The release can be sent via email to HRBenefits@acps.k12.va.us or faxed to 703-619-8983.
- ✓ You have the option to apply for long term child care leave of absence by contacting HRBenefits@acps.k12.va.us.