

Maternity Checklist

This checklist can help employees maximize their Princeton University benefits. Faculty and academic professionals should refer to the [Office of the Dean of the Faculty](#) for more specific details that pertain specifically to them.

- Meet with a Benefits Team member to understand benefit options, including financial assistance for childcare when returning to work.
- Contact Carebridge to discuss a budget plan for childcare needs post-delivery, assist in selecting a childcare provider, understand and prepare for common challenges individuals and their families may experience pre- and post-delivery.
- Identify and secure a resource for childcare for returning to work, including placing the child on a waitlist for a childcare center or making other arrangements.
- Meet with the manager, supervisor, or chairperson to discuss the expected absence schedule.
- Submit the maternity leave request in writing to the manager, supervisor, or chairperson and the Benefits Team prior to 30 days of anticipated leave start date
- Complete the Short Term Disability Application and Medical Certificate form ([hyperlink](#)) within two weeks after the first day out of work.
- Submit a follow-up medical certificate to the Office of Employee Health [[link](#)] within three weeks after the birth of the child.
- Update employee benefits within 31 days after the birth of the child. Employees may add the newborn child to health insurance only within 90 days. Permissible changes are:
 - Add child to medical
 - Increase life insurance
 - Add child life insurance
 - Increase or start healthcare flexible spending account
 - Increase or start dependent care flexible spending account
- To update benefits, log in to HR Self Service ([hyperlink](#)) and upload documentation showing the child's birth date. HR Self Service sends an email with instructions to go online and make the appropriate changes. Premium deductions are retroactive to the birthdate.
- Contact the Office of Employee Health at (609) 258-5035 to update medical information and to schedule a phone call or appointment to be cleared medically to return to work from disability.



- Once the employee has returned from short term disability, the employee may be entitled to additional job protected leave under federal (FMLA) and/or state law (NJFLA). In order to receive pay during this time, eligible employees can utilize the University's two-week paid parental leave ([link to new page](#)), NJ Family Leave Insurance ([link to new page](#)), paid time off, or unpaid leave.
- Enroll if eligible to receive childcare financial assistance ([link to ECCAP](#)).

Reminders & Contact Information:

Update the manager, supervisor, or chairperson on any changes to the expected return to work date.

HR Benefits Team: (609) 258-3302
Office of Employee Health: (609) 258-5035