

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 and submit the maternity leave request in writing, 30 days prior to anticipated leave start date, copying Benefits Team Member on communication.
- Complete the Short Term Disability Application and Medical Certificate form within two weeks after the first day out of work.
- Submit a follow-up medical certificate to the Office of Occupational Health 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 and/or add child life insurance
 - Increase or start healthcare flexible spending account and/or dependent care flexible spending account
- To update benefits, log in to HR Self Service 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 birth date.
- Contact Occupational Health Services 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 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 Family Leave](#), [NJ Family Leave Insurance](#), paid time off, or unpaid leave. Family and medical leave balance information can be accessed through [Extended Absence Management](#). To utilize the NJ Family Leave Insurance, employee must apply directly on the [State of NJ website](#).
- Enroll if eligible to receive childcare financial assistance.

Reminders & Contact Information:

Update the manager, supervisor, the benefits office, or chairperson on any changes to the expected return to work date and remaining maternity leave/bonding time plans.

HR Benefits Team: (609) 258-3302

Occupational Health Services: (609) 258-5035