



## You're Becoming a New Parent!

Congratulations to you on the impending arrival of the newest member of your family!

We want to help you make the transition from work to the birth/adoption of your child and back as smooth as possible. To assist you, we have created a checklist to help you during these exciting months as you await your child's arrival and in the weeks after his or her birth/adoption. Please don't hesitate to contact the Benefits Team if you have any questions at 3-2600 or via email at [benefits@gmu.edu](mailto:benefits@gmu.edu). We're happy to help!

### In Preparation:

- Enjoy this wonderful and special time in your life!
- Enroll in the Future Moms<sup>1</sup> program through CommonHealth for prenatal and postnatal support. For information and to enroll, please visit <http://commonhealth.virginia.gov/futuremoms.htm>. If you have COVA Care and enroll in the first trimester of your pregnancy, get your teeth cleaned during pregnancy, and complete the program, the plan will waive the \$300 maternity hospital stay co-payment.
- Review your leave balances and discuss your leave options with your Benefits Administrator at least one month prior to the birth/adoption of your child.
- Be sure to share your leave plan with your supervisor and department.
- Discuss the possibility of utilizing flexible work options with your supervisor to ease the transition back to work after your child is born/adopted. For information on flexible work options, please visit <http://hr.gmu.edu/worklife/flex>

### After the child is born/adopted:

- Marvel at just how beautiful your new child is!
- Add your child to your health insurance plan within 31 days of his or her birth/adoption.
- Consider enrolling in or increasing your Flexible Reimbursement Account deductions (dependent care and medical).
- Update your beneficiary information on insurance policies, retirement plans, etc.
- Update your will and trust documents.

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<sup>1</sup> Future Dads – Your spouse is eligible to enroll in Future Moms.