



What to Expect When You're Expecting: Safelite Edition!

On behalf of Safelite, congratulations on your upcoming new arrival! As you prepare for this exciting time, you may find that you have some questions regarding benefits and leave. Some of the most commonly asked questions and their answers are included below.

I am a full-time associate, and I am currently enrolled in one of Safelite's medical plans. Where can I find more information about coverage for prenatal care and childbirth related expenses?

Routine prenatal visits, some prenatal screenings, and breastfeeding support services are considered preventive care and these services are generally available to Plan participants at no out-of-pocket cost.

How and when do I enroll my new baby in benefits?

Birth and adoption are both considered Qualifying Life Events. You have 60 days from the date of your child's birth or date of adoption to make changes to your current benefit elections. Documentation is required to show dependency and secure coverage so be sure to review the required documentation and deadlines. The following resources are available for further information:

- [SafeliteBenefits.com](https://www.safelitebenefits.com) – your one-stop shop for benefits information
- **My Choice** enrollment website- : link from People System or log on directly at safelite.benefitsnow.com
- **My Choice** Service Center- 1-844-315-3794

What happens to my benefits while I am on leave?

You have enough to think about during your leave of absence. That's why we figured out the hard stuff to make it easier for you.

Here's what you need to know:

- We care about your well-being. For an approved leave of absence, we'll maintain most of your insurance benefits for up to one year.
- You'll stay active in our Safelite People System, so any changes you make to your health benefits while you're away will be applied. For example: moving from single coverage to family coverage.
- You are responsible for paying your Safelite insurance benefit premiums. To keep things simple, our benefits administration partner, **My Choice**, will bill you directly while you're on leave.

- Be sure to follow **My Choice's** payment process to remain eligible for your benefits. And whatever you do, don't skip a payment! Missed payments past your cancellation grace period may result in loss of coverage—without the possibility of reinstatement.
- Even if you're not getting paid while on leave, you're covered. Safelite will keep track of your insurance premiums for the weeks you're out of the office and don't receive pay directly from us or disability benefits from MetLife.
- Once you return to work, we'll deduct a portion of the benefits premiums we accumulated (while you were on leave) from your paycheck until your premium is paid in full. These deductions are in addition to your normal payroll deductions.

When should I contact the leave of absence team to notify them of my request for leave?

You should notify your manager and the Leave of Absence team of your need for leave 30 days in advance. To report a new request please contact our partner ReedGroup at 1-866-563-3588. If you feel that you need accommodations during your pregnancy, please contact your manager and our Leave of Absence team. You can also submit your request for a leave of absence or accommodation by logging into LeavePro. LeavePro can be accessed through The Wire by selecting **LeavePro** under *Quick Links*.

How much leave am I eligible to take?

Safelite cares about you and wants to support your need for time away from work after welcoming a new child. Safelite will grant a six to eight week (depending on the method of delivery) post-delivery medical leave following the birth of a child in most cases. Associates who are eligible for leave under the Family and Medical Leave Act (FMLA) may take up to twelve weeks of leave which includes any medical leave required by your physician pre or post-delivery as well as baby bonding time. Of course, your unique circumstances may differ from these general guidelines. A member of our Leave of Absence team will work closely with you and your leadership team once you have requested leave.

For detailed information, the following resources are available to you:

- **People Guide**
- **Supplemental Handbook**
 - If your department offers a supplemental handbook, refer to it to review any leave of absence policies specific to your department

How can I be paid while on leave?

Being paid while on a leave of absence is dependent upon your eligibility and circumstances. Below are some of the ways in which you may be compensated while on leave following the birth or adoption of a child:

- A portion of your leave may be compensated by using accrued paid time off (PTO).
- Full-time associates with short-term disability coverage may be eligible to use this benefit during the recovery period after having a baby. Generally, this benefit will provide supplemental income for six to eight weeks following delivery.
- Paid parental leave is available to regular full-time and part-time associates that meet the requirements (see the paid parental leave policy in the people guide for details)

- Eligible associates will receive 100% of their regular weekly earnings for up to 2 continuous weeks.
- Eligible associates must follow the paid parental leave policy when requesting leave and be approved to get paid their regular weekly earnings.
- Paid parental leave does not run concurrently with STD. If you are a birth mother receiving STD benefits after the birth of your child, paid parental leave will begin on the first normal workday after your period of disability.
- Any leave time not covered by PTO , paid parental leave or short term disability will be unpaid.
- Associates in certain states may also be eligible for state disability or paid family leave benefits. You should check with your state to see if any benefits are available.

I am a full-time associate, and I have the short term disability benefit. How and when do I report my claim?

You may report your claim to MetLife up to 30 days in advance of your due date using one of the following methods:

- Phone: You may speak with an Intake Specialist by calling 1-866-729-9201
- Web: You may report your claim online at www.metlife.com/mybenefits
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Does Safelite offer parental leave for fathers or non-primary caregivers?

Safelite cares about you and wants to support your need for time away from work after welcoming a new child. We recommend that you engage in a conversation with your leader regarding your leave needs. Paid parental leave is available to regular full-time and part-time associates that meet the requirements (see the paid parental leave policy in the people guide for details)

- Eligible associates will receive 100% of their regular weekly earnings for up to 2 continuous weeks.
- Eligible associates must follow the paid parental leave policy when requesting leave and be approved to get paid their regular weekly earnings.
- Eligible associates may take a continuous leave under the Family and Medical Leave Act (FMLA) following the birth or adoption of a child.

For detailed information, the following resources are available to you:

- **People Guide**
- **Supplemental Handbook**
 - If your department offers a supplemental handbook, refer to it to review any leave of absence policies specific to your department

Approved leave for this reason may be compensated by using accrued PTO. Any leave time not covered by PTO will be unpaid. Associates in certain states may also be eligible for paid family leave benefits. You should check with your state to see if any benefits are available.

I have additional questions beyond what is covered here. Who can I contact?

- If you have questions about **People System**, please contact **People Direct** at 1-800-631-6966 or via email at PeopleDirect@Safelite.com.

- If you have questions about Benefits, please contact **My Choice** Service Center at 1-844-315-3794 to ask questions and/or speak with a special advocate to help with complex benefit issues.
- If you have questions about our Leave of Absence policies, please reach out to the Leave of Absence Team. You may call 1-800-631-6966 to be routed to an available case manager or you may email LOA@Safelite.com. We are happy to help!

In the event of any conflict between this information and the applicable law or collective bargaining agreement, associates will be afforded all rights required by law or collective bargaining agreement.