



## Maternity/Parental Leave Employee Checklist

This checklist will assist you with the actions you will need to complete during your leave.

### Prior to Your Leave

- ☐ Review Leave Policies located on [Newell Central](#).
- ☐ Notify your manager within 30 days of your planned leave, or please give as much notice as possible your intent to take a parental leave.
- ☐ Contact **Prudential** at **877-367-7781** between **8:00am-8:00pm EST Monday through Friday** or visit [www.prudential.com/mybenefits](http://www.prudential.com/mybenefits) to file a leave claim.
- ☐ Gather the information you'll need to provide to Prudential. They'll need:
  - Company Name: Newell Brands
  - Company Control Number: 72267
  - Employee ID or Social Security Number
  - Reason for your absence (diagnosis/symptoms)
  - Last day worked, first day absent from work and anticipated return to work date
  - Work Schedule
  - Your manager's name, telephone number and email address
  - Your physician or medical care provider's name, address, fax and telephone numbers
  - If caring for a qualified family member, their relation to you
- ☐ Ensure your physician or medical care provider completes the Health Care Provider Certification.
  - Sign the medical authorization and return to Prudential and your treating physician.
- ☐ Notify Prudential and your HRBP of your intent to take any state leave benefits at least 30 days in advance.

### Maternity Leave- Birth Parent

- ☐ For maternity leave you are eligible for a total of 12 consecutive weeks of paid maternity leave which includes recovery and bonding time.
- ☐ Your Newell leave will run concurrent with any federal FMLA leave.
- ☐ If your work state is in CA, CT, DE, MA, ME, NJ, NY, OR, RI, WA refer to the state disability/leave coordination section regarding actions you will need to take for your leave claim.
- ☐ For use of any vacation time beyond the approved leave period, refer to the return-to-work section.

### Parental Leave-Non-Birth Parent

- ☐ For parental leave you are eligible for 4 weeks leave for child-bonding.
- ☐ Your Newell leave will run concurrent with any federal FMLA leave.
- ☐ If you work in CA, CT, DE, MA, ME, NJ, NY, RI, WA, OR refer to the state disability/leave coordination section regarding actions you will need to take for your leave claim.
- ☐ For use of any vacation time beyond the approved leave period, refer to the return-to-work section.



- ☐ You may be eligible to take additional, unpaid leave under FMLA after using your paid leave. Refer to 3rd bullet under the “during your leave” section of this document for actions you will need to take.

#### State Disability/Leave Coordination

- ☐ The Company will comply with state law where it is more generous than the Parental Leave Policy. However, to the extent permitted by law, the policy is not intended to result in duplicative paid time off after the birth or adoption of a child.
- ☐ You must notify Newell and Prudential at least 30 days in advance of your intent to take state leave benefits.
- ☐ If you work in a state that offers disability and/or family and medical leave benefits (CA, CT, DE, MA, ME, NJ, NY, RI, WA, OR), **it is your responsibility to file directly with the state for those benefits** (unless noted below). The amount of Maternity/Parental leave pay you receive from Newell Brands will be reduced by any estimated state leave benefits you are eligible for.
- ☐ State benefits must run concurrent to your Newell parental leave. In some cases, your state leave will extend beyond your Newell parental leave, please notify Prudential and your manager if you will take additional time under the state benefit.
- ☐ You will receive benefit payments from two different sources – Newell payroll and either the state or Prudential.
- ☐ Your Newell payments will continue to follow your normal pay cycle. Your state benefits may be sent on a different schedule.
- ☐ **When applying for the state benefit you must indicate that your employer only pays for parental leave over and above the state provided benefits or that you are only receiving pay that represents the difference between regular wages and state leave benefits. Do not indicate that you receive 100% of pay from your employer or you will be denied benefits from the state.**

#### State Disability/Child Bonding Leave Details – plan provisions and sites are subject to change

State	Phone Number	Website	Employee Action	Eligibility
CA	(800) 480-3287	<a href="http://www.edd.ca.gov/disability">www.edd.ca.gov/disability</a>	File a claim for the California state disability insurance or the California Paid Family Leave.	<p>You may be eligible for up to 52 weeks for the CA State Disability Income (CA SDI) and up to 8 weeks for the CA Paid Family Leave (CA PFL).</p> <p>You have options in how you would like to take the CA PFL benefit. All leave must be used within a 12-month period.</p> <p>The first 6 weeks of your Newell Maternity Leave benefit will run concurrently with the CA SDI and remaining 6 weeks of your Newell Maternity Leave benefit will be offset by the estimated amount you are eligible to receive from the state CA PFL, whether you choose to take the CA PFL benefit right away or not.</p>



CT	(877)-499-8606	<a href="https://ctpaidleave.org/">https://ctpaidleave.org/</a>	File a claim for the CT Paid Family & Medical Leave (PFMLA).	<p>You may be entitled to up to twelve (12) weeks of paid leave benefits under CTPL.</p> <p>Paid leave benefits may be received for time off taken as consecutive days and weeks but may also be received for time off taken intermittently in certain circumstances.</p>
MA	(833) 344-7365	<a href="https://www.mass.gov/paid-family-and-medical-leave-benefits">https://www.mass.gov/paid-family-and-medical-leave-benefits</a>	File a claim for the MA Paid Family and Medical Leave.	<p>You may be eligible for up to 20 weeks for your own serious medical health condition and up to 12 weeks for child bonding under the Massachusetts Paid Family and Medical Leave (MA PFML).</p> <p>You have options in how you would like to take the MA PFML benefit. All leave must be used within a 12-month period.</p> <p>You understand that all 12 weeks of your Newell Maternity Leave benefit will be offset by the estimated amount you are eligible to receive from the state MA PFML, whether you choose to take the MA PFML for child bonding benefit right away or not.</p>
RI	(401) 462-8420	<a href="http://www.dlt.ri.gov/tdi/">http://www.dlt.ri.gov/tdi/</a>	File a claim for the RI Temporary Disability Insurance (TDI) or Caregiver Insurance Benefit (TCI)	<p>You may be eligible for up to 30 weeks of TDI and 6 weeks (effective 1/1/2023) of TCI.</p> <p>Bonding claims may be requested only during the first 12 months of parenting. Proof of a parent-child relationship is required.</p>
NJ	(609) 292-7060	<a href="http://www.myleavebenefits.nj.gov">www.myleavebenefits.nj.gov</a>	No action required for the NJ Temporary Disability as Prudential will administer however, you <b>do</b> need to file a claim for Paid Family Leave.	<p>You may be eligible for 6 to 8 weeks (depending on type of birth) for the New Jersey Temporary Disability Insurance (NJ TDI) and up to 12 weeks for the New Jersey Family Leave Insurance (NJ FLI). You will receive payments directly from Prudential for the first 6 to 8 weeks of your maternity leave for recovery. Weeks 7-12 of your Newell Maternity Leave benefit will be offset by the estimated amount you are eligible to receive from the state NJ FLI, whether you choose to take the NJ FLI benefit right away or not.</p> <p>You have options in how you would like to take the NJ FLI benefit. All leave must be used in the first year of birth. The leave can be continuous or intermittent. The NJ FLI leave benefit can begin after the NJ TDI or any time after the 12 weeks of the Newell Maternity Leave benefit.</p>
NY	(844) 337-6306	<a href="https://paidfamilyleave.ny.gov/">https://paidfamilyleave.ny.gov/</a>	<b>No action required</b> – Prudential will handle	You may be eligible for 6 weeks of NY Disability Benefit Leave (NY DBL) and up to 12 weeks for the New York Paid Family Leave (NY PFL).



				The first 6 weeks of your Newell Maternity Leave benefit will run concurrently with the NY DBL and remaining 6 weeks of your Newell Maternity/Parental Leave benefit will run concurrently with the NY PFL.
OR	(971) 245-3844	<a href="http://www.oregon.gov/boli">www.oregon.gov/boli</a>	Effective 9/1/2023, File a claim for the OR Paid Family and Medical Leave	You may be eligible for up to 16 weeks for Oregon Paid family & Medical Leave (OR PFML)
WA	(833) 717-2273	<a href="https://www.paidleave.wa.gov/workers">https://www.paidleave.wa.gov/workers</a>	File a claim for the WA Paid Family and Medical Leave.	<p>You may be eligible for up to 18 weeks for Washington Paid Family &amp; Medical Leave (WA PFML).</p> <p>You have options in how you would like to take the WA PFML benefit. All leave must be used within a 12-month period.</p> <p>You can take up to 18 weeks consecutively or intermittently (at least 8 hours per day).</p>

#### During your Leave

- ☐ Respond to any phone call or mailed information requests from Prudential otherwise, failure to respond may result in processing delays for your benefits.
- ☐ Notify your manager/HRBP and your Prudential case specialist of any changes regarding your plan to return to work.
- ☐ If you wish to take additional unpaid leave beyond your Newell Maternity/Parental Leave, please notify your manager/HRBP and your Prudential case specialist.

#### Return to Work

- ☐ Report your return to work to your Manager/HRBP and to Prudential by calling your case specialist at 888-651-9138 or updating online at [www.prudential.com/mybenefits](http://www.prudential.com/mybenefits).
- ☐ You must notify your manager/HRBP if you plan to extend your time away from work by using PTO/ vacation hours at the end of your approved leave. In this case, you are considered Returned from Leave at the end of the paid parental leave and your PTO/vacation time would be reported to payroll in the usual manner. Note: You stop accruing additional PTO/vacation time after 60 days on leave.

#### Paying for your Newell Benefits While on a leave of absence

- ☐ During your paid leave, Newell will continue to pay its portion of your group health insurance premiums and you must pay your share, if any, of the health insurance premiums through payroll deductions. All benefits (e.g., medical, dental, life insurance, disability insurance, etc.) remain in effect except Dependent Care FSA, which must be dropped (if applicable) while you are on leave. Please **contact the Newell Brands Benefit Center at 833-463-9355 once you return if you wish to re-enroll in your Dependent Care FSA.**



- If your Newell paycheck does not cover your portion of insurance premiums through payroll deductions while on a leave, your benefit deductions will go into arrears. Once you return to work, you will be responsible for any missed benefit premium deductions. They will automatically begin deducting on your next paycheck. If you are on an unpaid leave longer than 4 weeks, your benefit deductions maybe set up on direct billing with the Newell Brands Benefits Center. **If you have any questions about your benefits continuation, please contact the Newell Brands Benefits Center at 833-463-9355.**