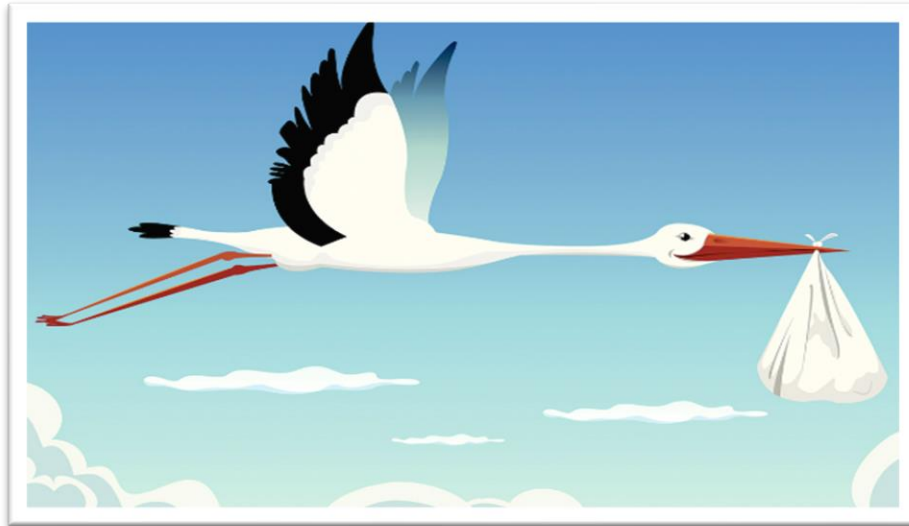


RESOURCES AND INFORMATION FOR RSFH TEAMMATES WHO ARE ADDING TO THEIR FAMILY



Congratulations! Bringing a new life into the world is a wonderful, joyful event for you and your family. Along with that excitement, you may have questions about benefits and resources available to you during this time.

The RSFH HR Benefits Team is here to help, and we hope the information covered below will bring peace of mind before, during, and after, pregnancy/adoption/fostering.

RSFH Classes	RSFH is proud to offer in-person and virtual classes that help you to navigate what lies ahead with your new little one. We also provide classes tailored for children, grandparents, and other members of your family. Classes are open to anyone; you do not need to be a teammate, patient or delivering at a RSFH campus location to participate. Classes are available at little to no cost. For the list of upcoming courses, visit New Parent Classes
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Lactation Consultation	<p>RSFH lactation consultants help breastfeeding families throughout the Lowcountry.</p> <p>Our lactation consultants are board certified by the International Board of Lactation Consultant Examiners (IBCLC). They are trained to help breastfeeding mothers and will create a personalized care plan that fits you and your baby's needs.</p> <p>We provide lactation consultations in the hospital at our Bon Secours St. Francis and Roper St. Francis Berkeley hospitals.</p> <p>For more information, visit Lactation/Breastfeeding Services and review the additional section on pumping at work at the end of this document.</p>
Breast Pump Reimbursement	<p>If enrolled, the RSFH medical plan reimburses up to \$150.00 towards the cost of breast pumps and/or breast pump supplies.</p> <p>Mail a completed BCBS Claim Reimbursement Form along with your receipt to the address listed on the form.</p> <p>If you are not enrolled in the RSFH medical plan, please check with your medical insurance provider for reimbursement details.</p>
RSFH Learning Center	<p>RSFH Learning Center is conveniently located in West Ashley.</p> <p>Enrollment at the Learning Center is only available to children (age 6 weeks to 5 years old) of RSFH teammates.</p> <p>For more information, call 843-722-2293. There is typically a waiting list for enrollment, so it is recommended to call early.</p>
LifeMatters Family Services	<p>RSFH is pleased to have a partnership with LifeMatters Family Services.</p> <p>LifeMatters offers customized, pre-screened referrals to childcare and/or dependent care resources in your area.</p> <p>Teammates can access this service by:</p> <ol style="list-style-type: none"> 1. Calling LifeMatters 24/7/365 at 1-800-634-6433 2. Texting "Hello" to 61295 3. Visiting mylifematters.com 4. Downloading the LifeMatters mobile app

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Pediatricians	<p>Review local pediatricians and facilities ahead of time. Make sure you have a pediatrician who can care for your baby in the hospital and after you go home.</p> <p>To view a list of providers in the Roper St. Francis Health Alliance network, visit RSFHA Pediatrics.</p> <p>If you need help choosing a pediatrician, you can also contact the RSFH physician referral line (843-402-CARE).</p>
RSFH Adoption Reimbursement	<p>RSFH offers an adoption expense reimbursement benefit of up to \$2,500 per child for all part-time and full time-teammates.</p> <p>Expenses that are eligible for reimbursement include adoption agency fees, court costs, attorney costs and transportation and lodging related to the adoption process.</p> <p>Please see the Adoption Assistance policy on CareLine for additional information.</p>

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You may apply to take a [leave of absence](#) for the recovery period after the birth of your child. You may also apply to take a leave of absence to bond with your biological/adopted/foster child within twelve (12) months of birth/adoption/placement.

You should provide a thirty (30) day advance notice for a foreseeable leave to your leader. If a sudden event prevents a thirty (30) day notice, you must notify your leader of the leave request as soon as practical upon learning of the need for your leave.

FMLA – Birth of Child	<p>You are eligible to apply for FMLA (Family & Medical Leave) if you have been employed with RSFH for one (1) year (within the last 7 years) and have worked 1,250 in the past twelve (12) months. FMLA provides up to twelve (12) weeks of unpaid leave during a rolling, twelve (12) month period.</p> <p>Contact Sedgwick (855-577-6802) to begin your FMLA request. You and your doctor will need to complete and return the FMLA application provided by Sedgwick. The completed form will need to be returned directly to Sedgwick by the listed deadline.</p> <p>Approved Birth of Child FMLA will be broken into two parts:</p> <p>Recovery Period: this leave will be approved for either 6 weeks (if you deliver vaginally) or 8 weeks (if you deliver via c-section). You are able to use EIH during this portion of your leave. If you exhaust your EIH during this time, your available PTO hours will be applied. If you have exhausted PTO, your leave will be unpaid. Upon exhaustion of your available EIH and PTO, PTO donations may be accepted on your behalf only during the recovery period of your leave of absence. Please reference the PTO Donation policy on CareLine for more information.</p>
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	<p>If you are currently enrolled in Short Term Disability with Aon (formerly The Farmington), you are also able to submit a claim for this portion of your leave. Please contact Aon by calling 800-621-0067 for an application.</p> <p>Bonding: If you choose to take bonding time at the conclusion of your recovery period, bonding will be reviewed for approval by Sedgwick for the remaining weeks of your leave (6 or 4 – depending on how you deliver).</p> <p>You are only able to use PTO for bonding. If you have exhausted PTO, your leave will be unpaid.</p> <p>EIH, PTO Donations and/or Short-Term Disability are not applicable for bonding.</p>
FMLA – Bonding	<p>You are eligible to apply for FMLA (Family & Medical Leave) if you have been employed with RSFH for one (1) year (within the last 7 years) and have worked 1,250 in the past twelve (12) months. FMLA provides up to twelve (12) weeks of unpaid leave during a rolling, twelve (12) month period. If you do not qualify for FMLA, please see the PLOA – Bonding section below for additional information.</p> <p>Bonding is available to Moms and Dads to bond with their biological/adopted/foster child within twelve (12) months of birth/adoption/placement.</p> <p>Contact Sedgwick (855-577-6802) to begin your FMLA claim.</p> <p>You must use available PTO for bonding. If you have exhausted PTO, your leave will be unpaid.</p> <p>EIH, PTO Donations and/or Short-Term Disability are not applicable for the bonding period.</p>
ALOA – Birth of Child	<p>If you are not eligible for FMLA (or your FMLA leave has been exhausted), you may apply for Administrative Leave of Absence for your own medical condition.</p> <p>Contact HRBenefits@rsfh.com for an ALOA application. You, your physician and your Leader will need to complete and return</p>

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	<p>the ALOA application to HRBenefitsTeam@rsfh.com within 15 days of receipt.</p> <p>Under ALOA, the recovery period after the birth of your child will be approved for either 6 weeks (if delivered vaginally) or 8 weeks (if delivered via c-section). If approved, you are able to use EIH during this portion of your leave. If you exhaust your EIH during this time, your available PTO hours will be applied. If you have exhausted PTO, your leave will be unpaid. Upon exhaustion of your available EIH and PTO, PTO donations may be accepted on your behalf only during the recovery period of your leave of absence. Please reference the PTO Donation policy on CareLine for more information.</p> <p>If you are currently enrolled in Short Term Disability, you are also able to submit a claim for this portion of your leave. Please contact Aon (formerly Farmington) by calling 800-621-0067 for an application.</p> <p>If you wish to take additional time off to bond with your baby, you will need to apply for a Personal Leave of Absence (PLOA). See PLOA – Bonding section below for additional details.</p>
PLOA – Bonding	<p>If you do not qualify for FMLA due to not meeting the hours worked/length of service requirements (or have exhausted FMLA leave), you can apply for a personal leave of absence (PLOA) for bonding with your child.</p> <p>Bonding is available to Moms and Dads to bond with their biological/adopted/foster child within twelve (12) months of birth/adoption/placement.</p> <p>PLOA is approved or denied based on manager discretion.</p> <p>Please note that PLOA only applies to regular full time and part time teammates that have more than three (3) months of continuous service in a benefits-eligible status.</p> <p>Contact HRBenefits@rsfh.com for an application.</p> <p>You are only able to use PTO for bonding. If you have exhausted PTO, your leave will be unpaid.</p> <p>EIH, PTO Donations and/or Short-Term Disability are not applicable for bonding.</p>

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As you welcome a new life into your family, you may be considering how you can ensure your new addition has health insurance coverage. Whether you have RSFH medical coverage or you are adding baby to another plan, you will only have 31 days from the date of birth to make changes.

Birth Certificate	<p>Forms to apply for a social security card and birth certificate are usually provided by the hospital. SC DHEC can provide more information about this process. Their phone number is 803-898-3630. You can also visit their website: https://scdhec.gov/vital-records/birth-certificates</p> <p>You will need the long form birth certificate to complete the process of adding baby to your RSFH insurance coverage.</p>
Adding your dependent to insurance	<p>To add your new dependent to your RSFH insurance plan(s), you will need to go to www.rsfbenefits.hrintouch.com within 31 days of the date of birth/adoption/foster placement. If not, your next opportunity to enroll your child will be the next Open Enrollment period, with coverage effective the following January 1.</p> <p>We understand that you may not have the long form birth certificate by then; however, you must initiate adding your dependent to coverage within 31 days after the date of birth/adoption/foster placement. If you need assistance, you can contact your local Vital Records office or the HR Benefits Team.</p> <p>Please note that your dependent will not have coverage until the long form birth certificate is uploaded and approved in the benefits portal.</p>

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	<p>Once the dependent's benefits are approved, the effective date will be the dependent's date of birth/adoption date/foster placement date.</p> <p><i>If any of the well-child visits look like they weren't covered, it is likely due to the delay in receiving the birth certificate and adding the baby to your coverage. Once coverage is active, all the claims will be reprocessed by BCBS and paid accordingly.</i></p>
Insurance Cards	<p>You will not receive a new insurance card in the mail with your dependent's name on it- as all services are billed under the subscriber (teammate). If you need additional cards, please contact BCBS by calling 888-314-5059.</p> <p>You're juggling a lot right now. We suggest downloading the My Health Toolkit from Blue Cross Blue Shield of South Carolina. The app will allow you to view and share your digital ID, check on claims, etc. For more benefit apps, visit https://rsfbenefits.com/resources/mobile-benefits-information/</p>
Dependent Care Flexible Spending Account	<p>To add your new dependent to a Dependent Care Flexible Spending Account, you will need to go to www.rsfbenefits.hrntouch.com within 31 days of the date of birth/adoption/foster placement. If not, your next opportunity to enroll your child will be the next Open Enrollment period, with coverage effective the following January 1.</p> <p>The Dependent Care Flexible Spending Account allows reimbursement for work-related dependent daycare expenses for dependents under the age of 13.</p> <p>Note that the Dependent Day Care Spending Account covers only expenses related to care of dependents (such as day care)—not their medical expenses.</p> <p>The IRS sets the maximum contribution limit each year. Generally, the yearly maximum contribution is \$5,000.</p>
Supplemental Child Life Insurance	<p>To add your new dependent to Supplemental Child Life insurance, you will need to go to www.rsfbenefits.hrntouch.com within 31 days of the date of birth/adoption/foster placement. If not, your next opportunity to enroll your child will be the next Open Enrollment period, with coverage effective the following January 1.</p> <p>Teammates authorized to work 64 or more hours per pay period may apply for Dependent Term Life Insurance through The Hartford. You can elect a \$5,000 policy for your dependent child(ren). You will receive a matching amount of Accidental Death & Dismemberment.</p>

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Universal Life Insurance – Child Rider	<p>To add your new dependent to Universal Life insurance, you will need to go to www.rsfbenefits.hrintouch.com within 31 days of the date of birth/adoption/foster placement. If not, your next opportunity to enroll your child will be the next Open Enrollment period, with coverage effective the following January 1.</p> <p>Teammates authorized to work 40 or more hours per pay period may apply for Universal Life Insurance through Transamerica.</p> <p>You can elect a \$20,000 policy for your dependent child(ren).</p>
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After months of anticipation, meeting your child for the first time will surely be one of the most memorable experiences of your life. Becoming a new parent is a big adjustment. Here are some RSFH resources that may help.

<p>Employee Assistance Program – LifeMatters</p>	<p>RSFH is committed to supporting your overall well-being and we're excited to offer an Employee Assistance Program (EAP) to you and your eligible dependents.</p> <p>LifeMatters is available by phone 24/7/365 to provide the resources and information that you need. Please contact them by calling 1-800-634-6433, visiting www.mylifematters.com (use password RSFH1) or by downloading the LifeMatters mobile app.</p> <p>Free, confidential counseling services through Empathia's LifeMatters program can be used for personal or work-related issues. Sessions are offered either virtually or in person. LifeMatters has professional counselors available around the clock to help you and your eligible dependents for a wide variety of issues.</p> <p>Counseling services are available at no cost to you, your dependents and anyone residing in your household. Each eligible member has six face-to-face counseling sessions, per issue, per year. If additional services are recommended, the counselor will assist you with accessing providers covered by your insurance plan.</p>
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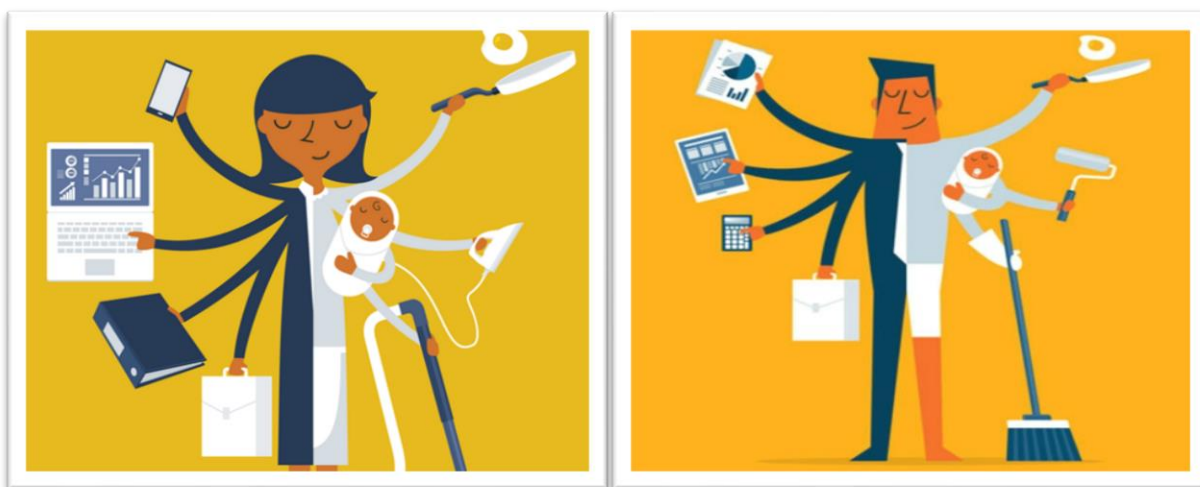
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	<p>LifeMatters also offers a variety of additional consultative services including, but not limited to:</p> <p><u>Legal consultation</u> (such as wills, child support, custody, and more)</p> <p><u>Financial consultation</u> (reviewing your financial fitness, designing a budget, options to get out of debt, credit report review, identity theft solutions and more)</p> <p><u>Convenience services</u> (identifying a variety of services such as pet sitters, veterinarians, apartments, schools, fitness centers and more)</p> <p><u>Childcare services</u> (customized and pre-screened referrals to resources for child and family care, nanny and au pair agencies, before- and after-school care and summer camps).</p>
RethinkCare Mindfulness App	<p>The RethinkCare Mindfulness app is a tool that you can use to manage stress and improve your wellbeing, relationships, sleep and more. RethinkCare has daily sessions and more than 250 science-based mini-courses covering a wide array of wellbeing topics.</p> <ol style="list-style-type: none"> 1.To sign up, teammates can create a RethinkCare account at: <u>https://connect.whil.com/sponsor/RSFH</u>. You will need to enter your RSFH teammate ID number. 2. Next, download the ReThink Care app from the App Store or Google Play and enter your login credentials. <p>Once registered, get started with our <u>Mindfulness Basic Training program</u> and learn how five minutes a day of mindfulness and meditation can help you live happier and healthier.</p> <p>Start training via Desktop, Android or iOS app. Anytime. Anywhere.</p>
RSFH On-Call Chaplain	<p>If you need spiritual or faith-based support, the RSFH Pastoral Care Program has a chaplain available 24 hours per day.</p> <p>Call (843) 402-1000 and ask for the chaplain on call.</p>
Crisis Text Line	<p>If you would rather text than talk on the phone, you can text 741741 to reach the Crisis Text Line.</p> <p>More information is available at <u>http://www.crisistextline.org</u>.</p>
Trident United Way	<p>Dial 211 to reach the Trident United Way's Crisis Intervention Hotline.</p> <p>More information is available at <u>http://www.sc211.org</u>.</p>

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The transition of going back to work after a new child can come with unknown territory. It's important to develop a timeframe for returning to work and to discuss it with your leader and Human Resources.

Planning your Return to Work	<p>Before you return to work, there are a couple of things that you need to do:</p> <ul style="list-style-type: none"> • Notify your Leader and/or scheduler of your return-to-work date. • Notify HRBenefitsTeam@rsfh.com of your return-to-work date. • If you have not done so already, provide a return-to-work letter from your physician to HRBenefitsTeam@rsfh.com.
Going Back to Work	<p><u>What to Expect</u> has put together a helpful list for what to expect those first weeks back.</p> <p>Remember to give yourself some grace and know that you are not alone. Life Matters and the HR Benefits Team are here to help you navigate your new normal.</p> <p>LifeMatters is available by phone 24/7/365 to provide the resources and information that you need. Please contact them by calling 1-800-634-6433, visiting www.mylifematters.com (use password RSFH1) or by downloading the LifeMatters mobile app.</p>

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<p>Pumping at Work</p>	<p>RSFH will provide reasonable break times for nursing mothers to express milk for their nursing child for up to 1 year after the child's birth.</p> <p>Nursing mothers shall be provided a place, other than a bathroom, that is shielded from view and free from intrusion from others, with the purpose of expressing breast milk. While many RSFH facilities easily accommodate this requirement, some locations may have to make other arrangements for their teammates. Please contact the Lactation Center at (843) 402-1356 for additional information regarding "Pump at Work" consultations and the lactation lounges located at each hospital.</p> <p>Teammates who are nursing mothers may utilize their paid fifteen (15) minute rest period, as well as additional break periods as needed, to express milk. Breaks lasting 20 minutes or greater will be unpaid.</p>
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