

Birth or Adoption of a Child/Parental Leave Planning

- Make an appointment with Human Resources to discuss leave and/or disability benefits, and the potential impact on your salary
- Review your benefits with your disability provider if applicable
- Review life insurance policies for any necessary beneficiary changes
- Review retirement policies for any necessary beneficiary changes
- Update health benefits
 - Dental – provide enrollment form and proof of dependent information (birth certificate) within 60 days. All dependents must be enrolled when they become eligible or on the first day of the month after they become eligible. They may also be enrolled upon loss of coverage elsewhere, but there is no open enrollment for dental.
 - Vision – provide enrollment form and proof of dependent information (birth certificate) within 60 days. All dependents must be enrolled when they become eligible or on the first day of the month after they become eligible. They may also be enrolled upon loss of coverage elsewhere, but there is no open enrollment for vision.
 - Medical – provide enrollment form and proof of dependent information (birth certificate) within 60 days. Enrollment of a newborn is a mandatory transaction and the dependent must be added effective the first of the month following birth. Health benefits are paid one month in advance, so please contact Payroll to discuss benefit costs.
 - All benefit forms can be found on the SCOE [website](#).