



**Childbirth & Parental  
Leave Toolkit**

# Preparing to Welcome A Child

## You May Have Questions

**At Northrop Grumman, the Health and Well-being of our employees is a top priority, and we remain committed to helping you thrive, at work and in life.**

Preparing to welcome a child into the family can be exciting, but it can also raise questions if you're not sure where to begin. Whether you plan to expand the family through childbirth or adoption, your benefits program is there to help you every step of the way.

We hope that this toolkit will answer all your questions about growing your family, but just in case, refer to the below information for assistance at any point in the process.

### **Aflac Contact Information:**

Self-service portal (SSP): <https://mygrouplifedisability.aflac.com>

Call Center: 800-244-8017, Hours of operation 8 a.m. - 11 p.m. ET

Fax number: 800-206-9472

Email address: [myPLADSleave@aflac.com](mailto:myPLADSleave@aflac.com)

Address: Administrative Office, PO Box 8307, Columbus GA 31908-8307

### **Additional Contacts and Resources:**

[Northrop Grumman Principles and Operating Practices \(PrOP\)](#)

Northrop Grumman Benefits Center (NGBC): 800-894-4194, Hours of operation 8 a.m. - 11 p.m. ET

[Northrop Grumman Portal Employee Services](#)

Northrop Grumman Payroll/Timekeeping: 855-SERVE-NG

[Total Rewards Program Contacts](#)

[NGHP Summary Plan Description \(SPD\)](#)

Additional questions? Contact [leaveoperations@ngc.com](mailto:leaveoperations@ngc.com)

Learn more about your benefits by visiting the [\*\*Total Rewards Gateway\*\*](#).

### **Congratulations!**

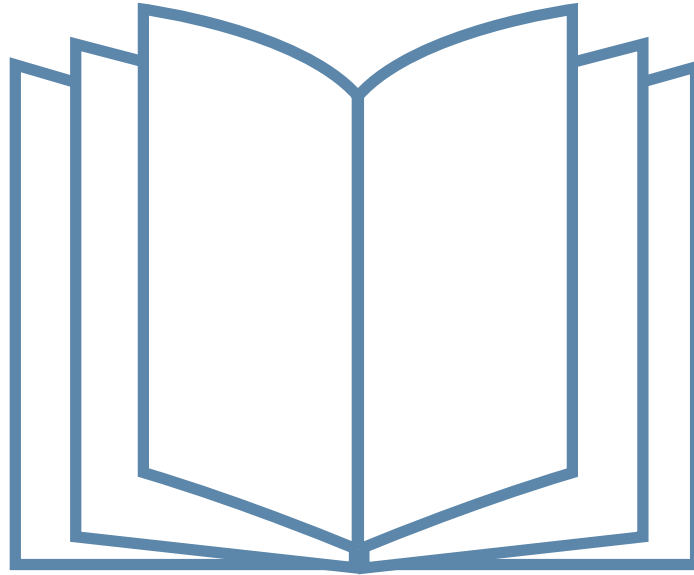
On behalf of Northrop Grumman, congratulations on welcoming your new child!

Our goal is to ensure that you and your family can enjoy this time together, so let's look at the childbirth and parental leave process, as well as the resources available to you.

**Expert Tip:** Elect to enroll in text communications with Aflac. Click on the "Notifications" tab on the Aflac portal to set text preferences.

# Childbirth & Parental Leave

## What to Expect



### Prepare for Leave

- Learn more about available leave options
- Partnering with Aflac
- Review case timeline



### While Away

- Obtain documentation of birth and/or adoption
- Stay connected to your Aflac case manager
- Timekeeping and paying for benefits



### Return to Work

- Confirm return to work date with Aflac on the day of your return
- Utilize resources and accommodations

**Expert Tip:** Click on the symbols above to browse the playbook. These will help you navigate what topics refer to each time-frame.

# Preparing for Leave

## Glossary



## Paid

### Short-Term Disability (STD)

A form of income replacement for a nonoccupational injury or illness that provides pay for the time you are away from work for childbirth and recovery. Benefits are administered and paid by Aflac. Complications that may occur before or after birth may be covered under STD. The amount you are paid is based on your STD plan.

There may be an elimination period between the date you become disabled/stop working and the date STD benefits begin. The elimination period is typically 7 calendar days with benefits beginning on the 8<sup>th</sup> day. During that time, sick leave or paid time off (PTO) may be available to help provide you with income.

You will need to provide medical documentation to Aflac showing that you have an illness or injury that meets the requirements for disability under the Plan.

### Northrop Grumman Paid Parental Leave (PPL)

If you are planning to grow your family, whether through childbirth or adoption, you are eligible to receive up to six weeks (up to 240 hours) of leave per covered event as a full-time employee. Part-time employees will receive prorated pay based on schedule. PPL must be used within one year of the birth of the child or placement of the child/children with the employee for adoption.

If both parents are Northrop Grumman employees, each will receive PPL per covered event and may use it concurrently with any unpaid family leave and/or state leave, but not STD or Long-Term Disability (LTD).

## Unpaid

### Northrop Grumman Medical Leave of Absence (MLOA)

MLOA is unprotected leave granted to employees with a serious health condition that makes them unable to perform their assigned functions. The maximum length of a medical leave is generally 24 months.

### Family and Medical Leave Act (FMLA) & Bonding Leave

FMLA entitles eligible employees up to 12 work weeks of job protected leave, in a 12-month period to bond with a child or for your own serious health condition. Bonding leave is used to develop a close emotional relationship with the child.

**Please Note:** Leave must be taken within one year of the child's birth or placement. Eligible spouses who work for the same employer are limited to a combined total of 12 workweeks of leave in a 12-month period.

**Expert Tip:** To begin, contact Aflac to initiate a case and notify your Northrop Grumman manager of your plans. Learn more about the types of leave by visiting the [Northrop Grumman Principles and Operating Practices \(PrOP\)](#). For information about disability benefits, please see your [Northrop Grumman SPD](#).

# Aflac Decision Process

## Facts & Information



### Introductory Call

Within 2 business days of reporting your claim, your assigned case manager will contact you to discuss your case. This is called an "Introductory Call." Your case manager will make up to 3 attempts to contact you at the telephone numbers currently on file. Here's a list of things that may be discussed during this call:

- Instructions or reminder to complete the Medical Authorization
- Any changes to dates requested
- Confirmation of projected return to work
- Process around contacting your provider
- Return to work requirements
- Personal email address (if needed)
- Summary of benefits
- Last office visit or next office visit
- Date information is due

### Provider Contact

Your case manager will make up to 3 attempts to contact your provider to obtain medical information needed to make a decision on your case. If they cannot get information from your provider they will contact you to assist in obtaining the information needed.

Your provider may require the signed medical authorization before releasing any information.

### Information Review

Your case manager reviews any information received within 2 business days of receipt. During the review, the case manager evaluates if the information qualifies you to receive the benefits requested.

### Decision

Your case manager will contact you to discuss the decision of your case. You will receive a letter outlining the decision made on your case.

Aflac will email your Northrop Grumman manager with their decision.

## Types of Decisions

### Approved

Short-term disability (STD) and leave of absence (LOA) benefits are approved.

Aflac issues a payment with the frequency of pay cycle we have on file. Direct Deposits may take up to two pay cycles.

### Denied

Short-term disability (STD) and leave of absence (LOA) benefits are denied.

There are no active benefits for your time away from work. Contact your manager immediately for next steps.

### Mixed

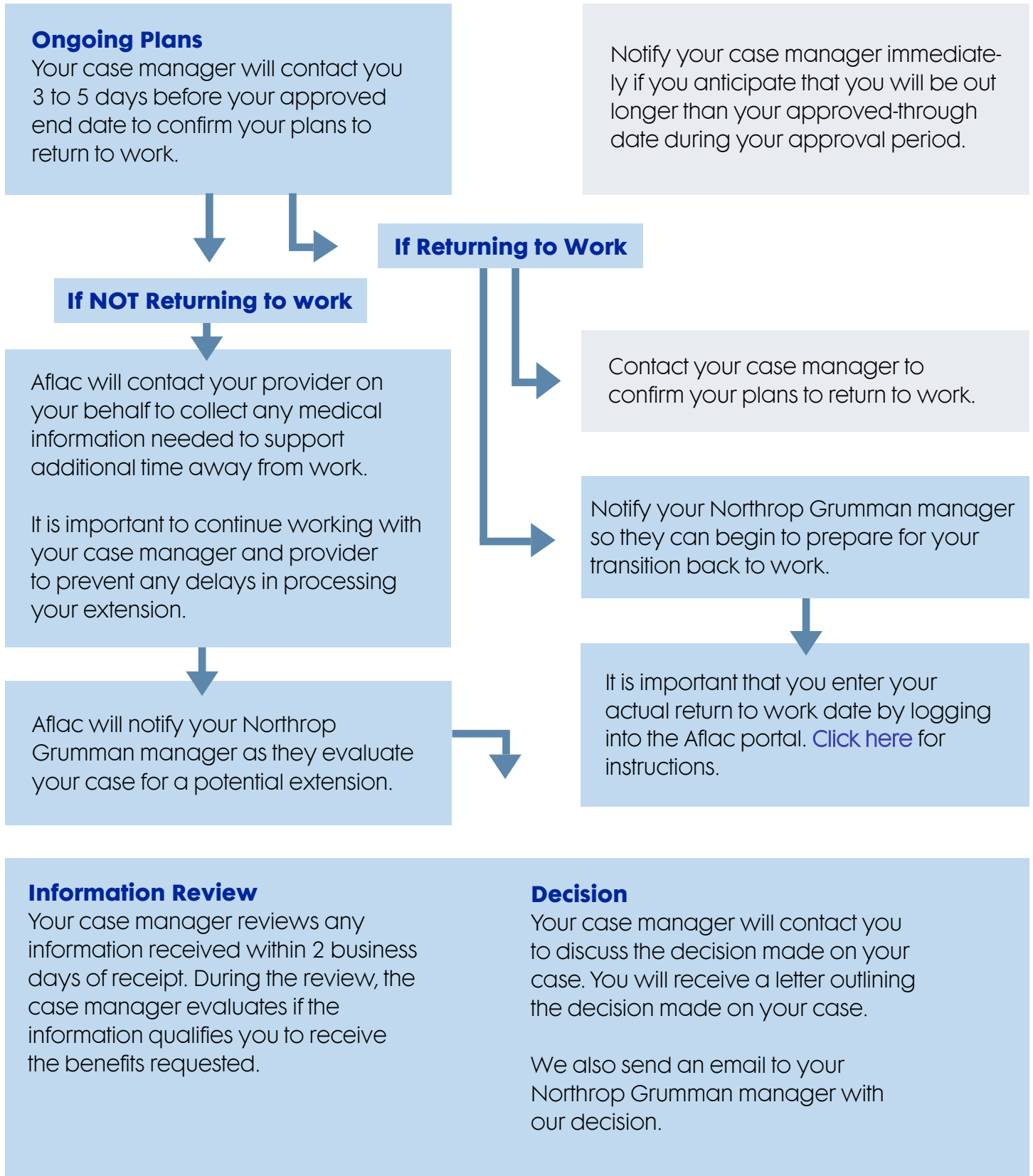
Some benefits are approved and some are denied.

If you receive approval on any short-term disability benefits. Aflac issues your payment according to your normal pay calendar.

**Expert Tip:** If Aflac does not receive the medical information requested, your claim may be denied. Your Aflac welcome letter will include the deadline for providing this information.

# Aflac Decision Process

## Facts & Information



# Leave Scenarios

## Overview



## Childbirth Leave

### Family and Medical Leave Act (FMLA)

12 weeks of unpaid, job protected leave for eligible employees split between a bonding claim and time running concurrently with STD



### Short-Term Disability (STD)

Effective starting on the first date of disability

**Please Note:** Disability payments will begin after satisfying the 7-day unpaid elimination period. This can be supplemented by PTO or PPL.

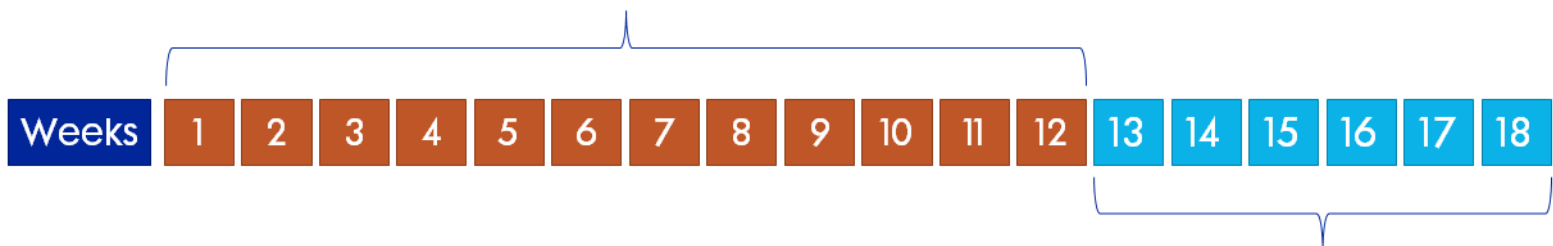
### Paid Parental Leave (PPL)

6 weeks of paid leave for eligible employees

## Paid Parental Leave and Adoption

### Family and Medical Leave Act (FMLA)

12 weeks of unpaid, job protected leave for eligible employees split between a bonding claim and time running concurrently with STD



### Paid Parental Leave (PPL)

6 weeks of paid leave for eligible employees

**Expert Tip:** The scenarios above are for illustrative purposes only. **Please Note:** You are not required to take PPL and Bonding leave immediately following STD. Leave must be taken within 1 year of the child's birth or placement.

# Navigating A Childbirth Leave



## File Claim

Contact Aflac approximately 30 days prior to your estimated delivery date. Following the submission, your claim will be reviewed and communications about your leave will be mailed to you. Approximately one week prior to your delivery, an Aflac representative will contact you to confirm information.

## Review Timekeeping

Disability payments will begin after satisfying the 7-day unpaid elimination period and run concurrently with FMLA.

If desired, you may supplement PTO or PPL during this time.

## Return to Work

Following your completion of your leave, you will need to enter your return-to work date within the Aflac portal.

## Paid Parental Leave

Northrop Grumman offers 6 weeks paid parental leave. It can be used during unpaid bonding time under FMLA or you can make the decision to take it after your FMLA has exhausted so long as it is within 1 year of the date of birth.

## Bonding Time

If you have remaining FMLA time, you can decide if you would like to take it after the conclusion of your STD.

## Approval is Made

After receiving confirmation of your delivery, an approval will be made and communications will be sent. Any time out of work prior to your birthing date will need to be medically supported and reviewed.

## Confirm Delivery

After you have given birth, reach out to your Aflac case manager to notify them of the birthing date and type of delivery. You can contact Aflac by texting, calling or or by sending a message through the online portal.



**Expert Tip:** Elect to enroll in text communications with Aflac. Click on the “Notifications” tab on the Aflac portal to set text preferences.

# Timekeeping and Workday

## Overview



### Workday Leave of Absence Chart

Leave Type (listed in Aflac communication)	Workday Code	Employee (or Manager) Action	Time Code
<b>STD Elimination Period</b>	Paid leave for first 7 days	Must enter PTO or unpaid time for first 7 calendar days only.	<b>Use the applicable PTO code for your sector to receive pay</b> <b>UNP:</b> to not receive pay.
<b>Short-Term Disability (STD)</b>	Unpaid	No action	No action - timecard is locked
<b>Paid Parental Leave</b>	Paid leave	Duration of the leave	<b>XPP</b> for ES, DS, MS, CORP <b>PPL</b> for AS, SS
<b>FMLA Leave</b>	Paid leave	Duration of the leave	<b>Use the applicable PTO code for your sector to receive pay</b> <b>UNP:</b> to not receive pay.

### Summary

Aflac sends a daily file to Workday to code employees out on leave. Aflac will indicate the leave type and time period for your absence in the welcome letter. Please use the chart above to enter the appropriate time codes on your Northrop Grumman timecard for your absence. If you are unable to enter time, please coordinate with your manager. Your time card will lock after the 7 day waiting period under STD.

If you plan to take PPL or bonding leave under FMLA, your timecard is active for the duration of the leave. Please enter time entries promptly to avoid overpayments.

To access your timecard while on PPL or bonding leave under FMLA, please use your remote access through the Northrop Grumman VPN. If you do not have a Northrop Grumman laptop or VPN access, please coordinate with your manager to enter time on your behalf for the duration of your leave.

**Please Note:** Aflac can only provide general timekeeping guidance. If you have timekeeping questions, please contact CATS Timekeeping. If you are not a CATS user, please contact your site's time and labor team.

**Expert Tip:** Non-exempt employees will only need to take action on their Northrop Grumman timecard if you would like to receive pay. Exempt employees must enter PTO or unpaid leave, otherwise your timecard will backfill.

# Paying for Benefits

## Overview



If you are enrolled in the Northrop Grumman Health Plan, you are required to make contributions for your benefits while on a leave of absence and receiving pay from Aflac (STD). Once you are no longer receiving a paycheck from Northrop Grumman, the Northrop Grumman Benefits Center (NGBC) will automatically send you a bill for your benefit costs. Monthly costs will be billed in the month prior to the month of coverage. Bills are calculated around the 10th of each month and mailed around the 15th.

**Please Note:** You will not receive a bill during any bonding time, either unpaid FMLA or PPL. Upon your return to work, payroll will deduct past due premiums from your future paychecks.

## Additional Benefits Information:

### Health Care Flexible Spending Account (FSA)

Once you no longer receive a paycheck, you will be billed on an after-tax basis for your FSA.

### Dependent Day Care (FSA)

If you are on an unpaid leave, your pre-tax contributions stop.

### Health Savings Account (HSA)

Pre-tax contributions to your Fidelity HSA end when you no longer receive a paycheck. Contact Fidelity if you would like to make after-tax contributions to your HSA.

**Expert Tip:** If you prefer, you may make an electronic payment for benefits costs instead of mailing a check. You can set up an electronic payment using a checking or savings account by logging onto NetBenefits and accessing the “Payment for Benefits” link. From there:

- Select “View Billing Information”
- Then select “View/Change”
- Finally, select “Update Payment.”

Once all information has been entered, you will be prompted to review the payment information and submit.

# Return to Work

## Welcome Back



Birthing parents utilizing STD are typically expected to return to work following the conclusion of the 6-8 week timeframe unless otherwise required by physician or if they plan to take additional time off. Contact your Aflac case manager if you plan to utilize PPL and unpaid FMLA after the 6-8 week postpartum period. Stay connected with your Northrop Grumman manager to let them know of your plans to return to work.

Log into the Aflac portal using your username and password.

On the main page, select the case number that applies to the return-to-work date that you are entering.

A new window will appear summarizing your case details. Select the "Things You Can Do" button, to the right of this description.

Report a date entry by selecting "Return to Work" from the drop-down menu.

Select the date field to bring up the calendar and enter the return-to-work date.

If successful, a message stating, "Congratulations! The date has been successfully added to your case" will appear.

Workday and Timekeeping will be notified of your return and will begin the process of reopening your timecard.

Once completed by Workday and Timekeeping, your system access and timecard will be restored.

**Expert Tip:** Please don't enter a future dated return-to-work. For step-by-step instructions, please visit the [Quick Guide: Entering Your Return Date in the Aflac Portal](#).

# Accommodations

## In the Workplace



### What is a Workplace Accommodation?

An adjustment to a job or work environment that makes it possible for an individual to perform their job duties.

The Office of Workplace Accommodations & Access facilitates individual workplace accommodations and adjustments requests to maximize productivity and promote access to content and opportunities.

Employees returning from childbirth leave may request accommodations at a customer site,

NG facility, or telework location. Requests include, but are not limited to:

- Accessible parking and travel assistance
- Lactation and resting rooms
- Breast milk shipment
- Alternative work location, schedule, or duties due to limitations or restrictions
- Modified workspace and materials

### Contact WPA:

E-mail: [accommodations@ngc.com](mailto:accommodations@ngc.com)

Phone/voicemail: 1-855-874-9350

**Expert Tip:** Should your physician require specific instructions for your return to work, they must complete a certification form. This can also be found on the [Workplace Accommodations site](#) under the corporate policies, procedures, and forms tab.

# Change is a part of life.

Northrop Grumman has you covered through those moments that matter.

We've curated lists of benefits and resources available to you for **major life events**.

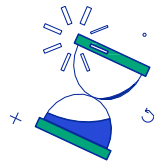
Visit the [Total Rewards Gateway "Life Stages" page](#) to discover how our benefits and resources can support you and your family through life's expected and unexpected moments.



## Life at Northrop Grumman



Joining Northrop Grumman



Making Changes to Your Benefits

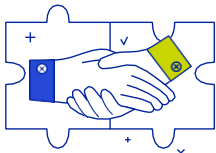


Planning to Retire

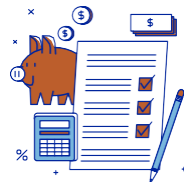


Leaving the Company

## Meaningful Milestones



Getting Married



Buying Something Big



Growing Your Family



Navigating Parenthood



Becoming A Caregiver

## The Unexpected



Facing Health Challenges



Separating From Your Partner



Death of a Loved One



Natural Disaster Support



For more resources visit the [Growing Your Family page](#) on [Total Rewards Gateway](#).