University of Pittsburgh

Office of Human Resources, Benefits Department

# Planning for Parenthood - Staff

**2025 Bridging Benefits Educational Series**

Presented by the Benefits Department

6/26/2025 Noon – 1:00 p.m.

**Please be aware that the benefits outlined in these presentations are subject to change. The information provided is accurate as of the date of this presentation and is intended for general guidance only. Any future modifications or updates to benefits will be communicated as they occur.*
*Staff, Faculty, and Librarians under Collective Bargaining Agreements are governed according to the terms of the agreements.*

# Presenters

For Benefits Customer Support following the presentation:
Submit a question or comment
**Phone:** 833-852-2210 (Phone Hours: Monday - Friday, 8:30 am to 5:00 pm)

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# Agenda

## Parental Leave

- University Policy
- Going on Parental Leave
- Applying for A Leave
- How Will you be Paid?
- Leave Schedules
- Returning To Work
- Common Questions

## Health Benefits

## Child Support & Resources

## UPMC Baby Steps Maternity Program and Resources

## Q&A

# University Policy

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# University Policy

- **Under University policy, if you have been absent for more than three consecutive workdays or have a foreseeable need for leave within 30 days you must:**
  - Notify your immediate supervisor or department administrator
  - Call MetLife at 1-888-777-7418 or select the MetLife MyBenefits link on the Human Resources page at my.pitt.edu to file for FMLA.
- The University requires the use of accrued sick time while taking FMLA leave. Staff members must use up to 60 sick days, and may elect to use vacation or personal days once sick days are exhausted

# Going on Parental Leave

Leave Explanations

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# Staff - Parental Leave Types

- You may be eligible for three types of medical leave for the birth, adoption or fostering of a child:

| Paid Parental Leave | Family and Medical Leave Act (FMLA) | Short Term Disability (STD) |
| --- | --- | --- |
| Provided through Pitt | Provided through MetLife | Provided through MetLife |

# Paid Parental Leave

**Provides:**

- Up to 4–Weeks of Paid Leave
  - Runs concurrent with FMLA.
  - Pro-rated for part-time staff.

**Eligibility Requirements:**

- Must have worked at least 6 months in a benefits eligible position
- Must be at least 50% effort

**Leave Entitlement:**

- May be used for the birth, adoption, or foster care placement of a child.

## Definition:

**Paid Parental Leave** is a University-paid benefit that allows new parents to receive up to 20 days of paid leave for birth, adoption, or foster care.

- This is a University provided benefit, so you do not apply for Paid Parental Leave with MetLife.
- Paid Parental Leave does not replace FMLA. You still need to apply for FMLA with MetLife. Paid Parental leave provides pay for the first 4 weeks while out on FMLA.

**Note:** The Sick Day Bank cannot be used if eligible for Paid Parental Leave.

# FMLA

**Provides:**

- Up to 12 –Weeks of Unpaid Job Protected Leave.

**Eligibility Requirements:**

- Must have worked at least one year (12 months)
- Must have worked 1,250 hours in the last 12 months

**Leave Entitlement:**

- May be used for your own serious health condition, or the serious health condition of a family member.
- For incapacity due to pregnancy, prenatal medical care or child birth.
- To care for the staff member's child after birth, or placement for adoption or foster care.

## Definition:

The **Family and Medical Leave Act (FMLA)** is a federal law that allows eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specific family and medical reasons. These include:

- The birth and care of a newborn child
- Placement of a child for adoption or foster care

Apply through MetLife

# Short Term Disability

## Provides:

- Up to 60% income replacement up to $1,500 weekly maximum.
- May last for up to 26 weeks

## Eligibility Requirements:

- Must have worked at least 6 months in a benefits eligible position
- Must be at least 50% effort

## Leave Entitlement:

- May be used for your own serious health condition only.

## Definition:

**Short Term Disability (STD)** is a University paid benefit that provides an income replacement of 60 percent of your weekly salary for your own medical condition.

- There is a 30-calendar day waiting period that you must complete prior to becoming eligible for STD payments.
- You must also exhaust your sick time prior to becoming eligible for STD payments.

Apply through MetLife

# Personal Leave


**Step 1: Start with Your Department**

- Submit your personal leave request through your department following internal procedures.

**Step 2: Departmental Approval**

- If approved, your supervisor should contact:
  - Lisa Jalvia, *Employee & Labor Relations Analyst* (lij52@pitt.edu) to initiate the official leave documentation.

**Step 3: Timecard Entry Guidelines**

- **Unpaid Leave:** No timecard entry required.
- **Paid or Partially Paid Leave:** Enter any accrued time being used—vacation, sick, or personal.

# Applying For A Leave

Why Applying is important, How to Apply, and how to extend your leave if needed.

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# Why Applying for a Leave is Important

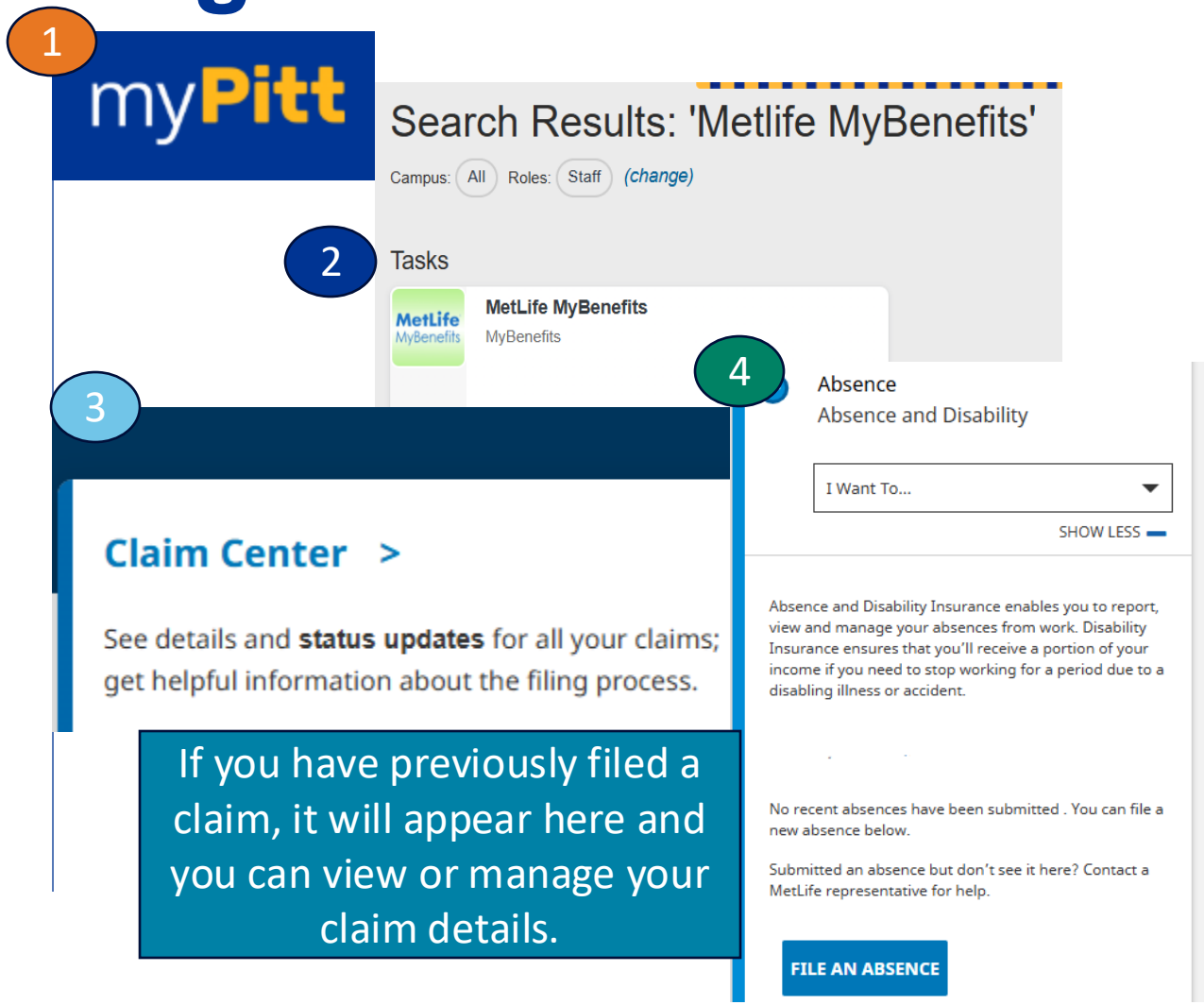
1. **University Policy:** Under University policy if you are out more than 3 consecutive business days.
2. **Job Protection:** FMLA ensures your job (or an equivalent one) is waiting for you when you return.
3. **Health Benefits Continuation:** Your employer must continue your group health insurance during your approved leave.
4. **Coordination with Other Benefits:** Filing for FMLA helps coordinate with Paid Parental Leave, Short-Term Disability, and other benefits.

# How To Apply for a Leave - Staff

1. Contact your supervisor or department administrator to inform them of your intent to take a medical leave.
2. Contact MetLife at 1-888-777-7418 to file your claim. MetLife will send you a packet of information that you must review. Claims can be filed over the phone or online.
   - In the case of your **own serious health condition**, you and your attending physician must complete the forms in the packet and return them to MetLife.
   - In the case of a medical leave **for your family member**, you and your family member's attending physician must complete the forms in the packet.
   - These forms must be returned directly to MetLife

# MetLife 'MyBenefits' Navigation

1. To file an absence online, you can do so by logging into **my.pitt.edu** using your University username and password.
2. In the search bar type **"MetLife My Benefits"** and select the icon
3. Select **"Claim Center"**
4. Click **"File an Absence"** to submit a claim
   - You can also contact MetLife by phone at 1-888-777-7418 to initiate a claim.



# Extending Your Leave

- **Contact MetLife directly:** Call 1-888-777-7418 or log in to your MyBenefits portal via my.pitt.edu to request an extension
- **Notify your supervisor:** Let your department know you intend to be out longer.
- **Submit updated medical documentation:** Provide new certification from your healthcare provider to MetLife supporting the need for extended leave.
- **Track your claim:** Use the MyBenefits portal to upload documents, check status, and receive updates.
- **Confirm Approval:** Wait for MetLife to review and approve your extension request before assuming the additional time off is protected.

# How will you Be Paid?

Time-cards, Time-off, Holidays & Accruals

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# Timecards

Questions on timecards can be directed to HR Client Services : **Contact OHR**

- While you are on a paid leave you will be required to document the sick, vacation, and/or personal time that you use to cover your leave as well as the Paid Parental Leave.
- You will not be required to submit a timecard while you are on an unpaid leave.
- Please work with your supervisor prior to your leave to determine if you are required to submit your own timecards or if your supervisor will submit them on your behalf while you are on an approved medial leave.
- If you are on an unpaid leave, you will not have access to your Pitt Worx timecard until your department submits paperwork to document your return to work.
- While on STD individuals will also not be able to submit timecards. No action is needed for timecards while on STD.

# Time-Off

| Hours Type * |
| --- |
| E-Parental Leave |
| E-FMLA Sick Time |
| E-FMLA Vacation |
| E-FMLA Personal Time |

- The order of time-off usage is as follows:

**Parental Leave** → **Sick Time** → **Optional: Vacation or Personal** → **STD Payments**

The 4 Weeks of Paid Parental Leave is required to be used first (if eligible).
- Use: **E – Parental Leave**

Next, Sick Time is required to be exhausted.
- Use: **E-FMLA Sick**

Once Sick Time is exhausted, the employee has the option to use Vacation or Personal.

You must decide whether you would like to use vacation or personal time at the start of your leave. This cannot be changed retroactively.
- Use: **E-FMLA Vacation** or
- Use: **E-FMLA Personal Time**

If you qualify for STD, STD payments will kick in (no time-cards required) after the 30-day elimination period and once all Sick time has been exhausted.
If you exhaust your time off and are not eligible for STD, the remainder of your leave would be unpaid.

# Accruals

Questions on time off balances and accruals can be directed to HR Client Services : **Contact OHR**

- You do not accrue sick or vacation time while on leave.
- If your leave begins or ends on any day other than the first of the month, Pitt Worx will calculate a partial accrual for those months based on the number of days worked.

Additional Information on Time Off can be found at: https://www.hr.pitt.edu/current-employees/benefits/time-off

# Holiday Pay

- A University holiday/recess day does not extend either a paid or unpaid leave.
- In order to get paid for a holiday/recess, you must have a paid sick or vacation day the day before and the day following.
  - You will not be paid for holidays/recess days that fall during the unpaid portion of your leave.
  - You will not receive holidays/ recess days that fall within a Paid Parental Leave period.

Questions on holiday pay can be directed to HR Client Services : **Contact OHR**

Additional Information on University recognized Holidays can be found at: https://www.hr.pitt.edu/current-employees/benefits/time-off

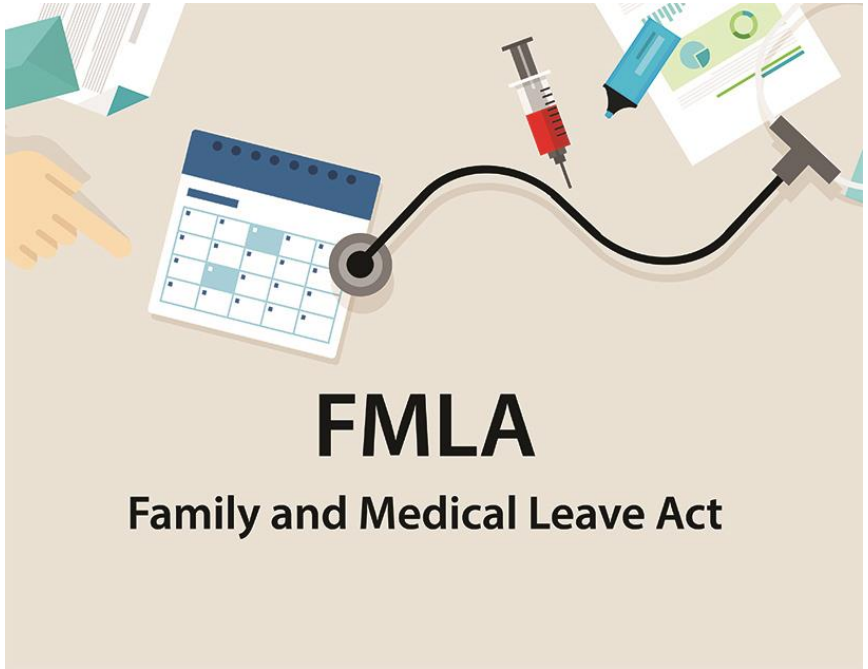
# Short Term Disability (STD) Pay

- STD provides income replacement for your own medical condition (e.g. childbirth)
- You may be eligible for 6 or 8 weeks of leave depending on the delivery type.
- There is a 30-day waiting period before STD payments begin – this is part of the 6 or 8 weeks.
  - Paid Parental Leave (PPL) is used first and can help cover the unpaid waiting period.
  - After PPL, you must use sick time, then vacation/personal time usage is optional if needed.
- If PPL and other paid time off cover the medical portion of the leave, you may not receive STD Payments.

# Voluntary Sick Time Donation Bank (VSTDB)

The University of Pittsburgh offers the opportunity for staff to make a voluntary donation to a Voluntary Sick Time Donation Bank (VTSB) for use by staff members going out on an approved continuous medical leave, including FMLA, short-term disability or a medical leave of absence as outlined in this policy. Union Eligible employees should review their Collective Bargaining Agreement to determine eligibility for sick time.

- The Voluntary Sick Time Donation Bank **cannot be used** if the employee is eligible for and receiving Paid Parental Leave.
- Sick Day Bank is only available for Medical Leaves when an individual has less than 10 days of Sick Time available.
- The 20 days of Paid Parental leave negate eligibility for Sick Day bank usage.
- Additional Information on the sick day bank policy can be found in the Staff Handbook.



# Leave Schedules

Important Considerations, Birthing Parent & Non-Birthing Parent Schedules

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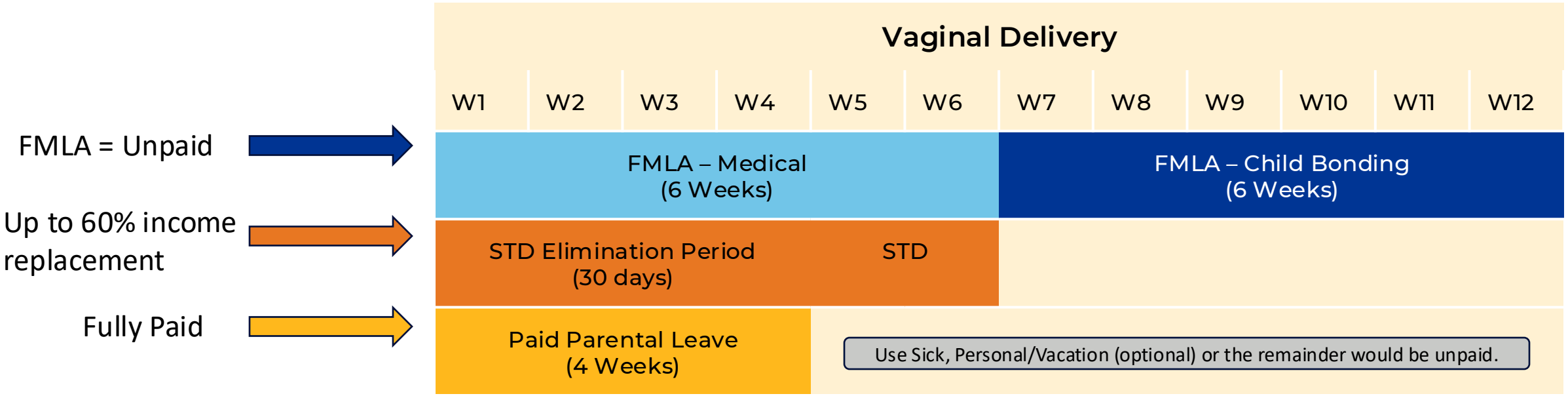
# Important Considerations

- Two Parts to Parental Leave:
  - FMLA - Medical
  - FMLA - Child Bonding
- Leave must be taken within 12 months of the birth, adoption or placement
- Paid Time Off Order
  - Paid Parental Leave
  - Sick Time
  - Unpaid or STD (if eligible)

# Leave Pay Structure - Birthing Parent

## Vaginal Delivery

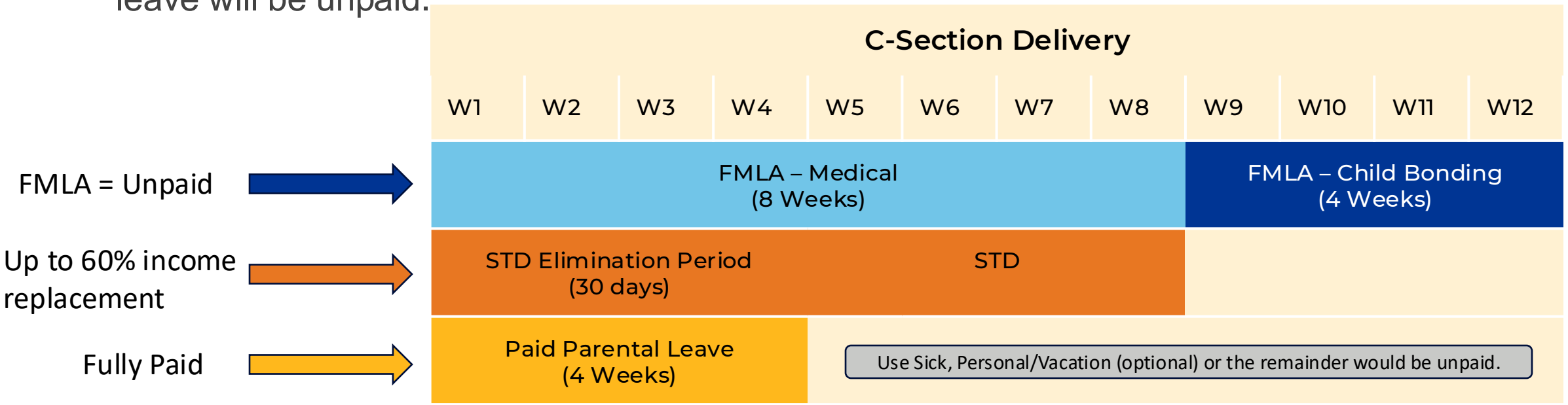
- If you have available paid time off—such as Sick, Vacation/Personal Time (optional to use) or STD—your leave will be paid accordingly. Once all paid time off is used, any remaining leave will be unpaid.



# Leave Pay Structure Birthing Parent

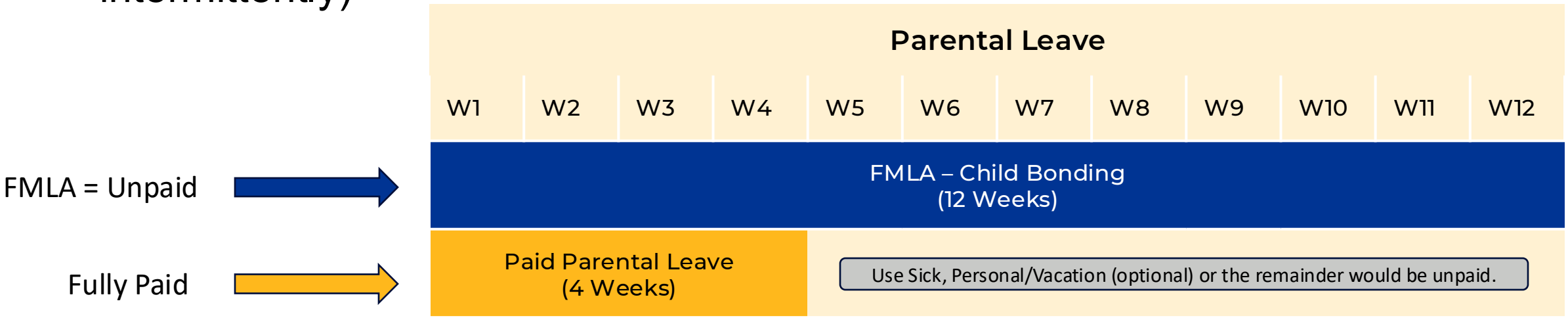
## Cesarean Delivery (C-Section)

- If you have available paid time off—such as Sick, Vacation/Personal Time (optional to use) or STD—your leave will be paid accordingly. Once all paid time off is used, any remaining leave will be unpaid.



# Leave Pay Structure - Parental Leave

- Child bonding is the type of leave granted for non-birthing parents and foster/adoption placement at the full 12 weeks because there is no medical portion.
- It can be taken at any point within the first year of the new child's life or adoption or foster placement, but must be taken continuously (i.e. not intermittently)



# Returning to Work

What is required?

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# What is required when you return to work?

- Notify your department of your return-to-work date
- The end date of your leave must be the same date your leave is approved through
- Provide your department with a copy of your return to work slip from your doctor. **You will not be allowed to return to work without this document**.
- If you do not return to work by the end of an approved leave and work for at least 30 calendar days you may be required to repay the University the premiums that were paid on your behalf. Recovery of premiums will be made consistent with FMLA.

# Common Questions

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# Common Questions:

- **Can I use the Sick Day bank while on Parental Leave?**
  - No, if you qualify for Paid Parental Leave you are not eligible to use the sick day bank.
- **I was a temporary employee prior to being hired as staff, does my time as staff count towards my FMLA eligibility?**
  - Yes. Time as a University employee, including time worked as a temporary employee, counts toward FMLA eligibility. Time worked as a temp does not count towards STD/Paid Parental Leave eligibility
- **How long would I need to wait before qualifying for FMLA again If I were to have another child?**
  - FMLA is measured based on a “rolling” 12-month period measured backward from the date an employee takes FMLA leave. For Paid Parental Leave there is no waiting period after a previous FMLA claim.
- **What should I do if I do not meet the eligibility criteria for FMLA/STD/Paid Parental Leave?**
  - You may request a personal leave through your department. If approved, a leave of absence agreement outlining the details of the leave must be reviewed by the Employee Relations Department of the Office of Human Resources.

# Common Questions:

- **What if I go on unpaid leave, or my paycheck is not enough to cover the cost of my benefits?**
  - If your pay is not enough to deduct the full amount for your benefit premiums, you will receive a direct bill invoice in the mail to the address on file with the University from UPMC Benefit Management Services.
- **What is expected of me while on leave?**
  - You should not be working. However, you are expected to communicate with your department regarding timecards, updates to your leave and when you plan to return to work.
  - While on leave, if you receive a direct bill for your insurance coverage in the mail, you are expected to pay by the due date listed to avoid your insurance coverage terminating for non-payment.
  - You are also responsible for contacting the Benefits department within 60 days of your child's birth if you would like to add your child to your insurance coverage.

# Leave Resources

Guides and website resources

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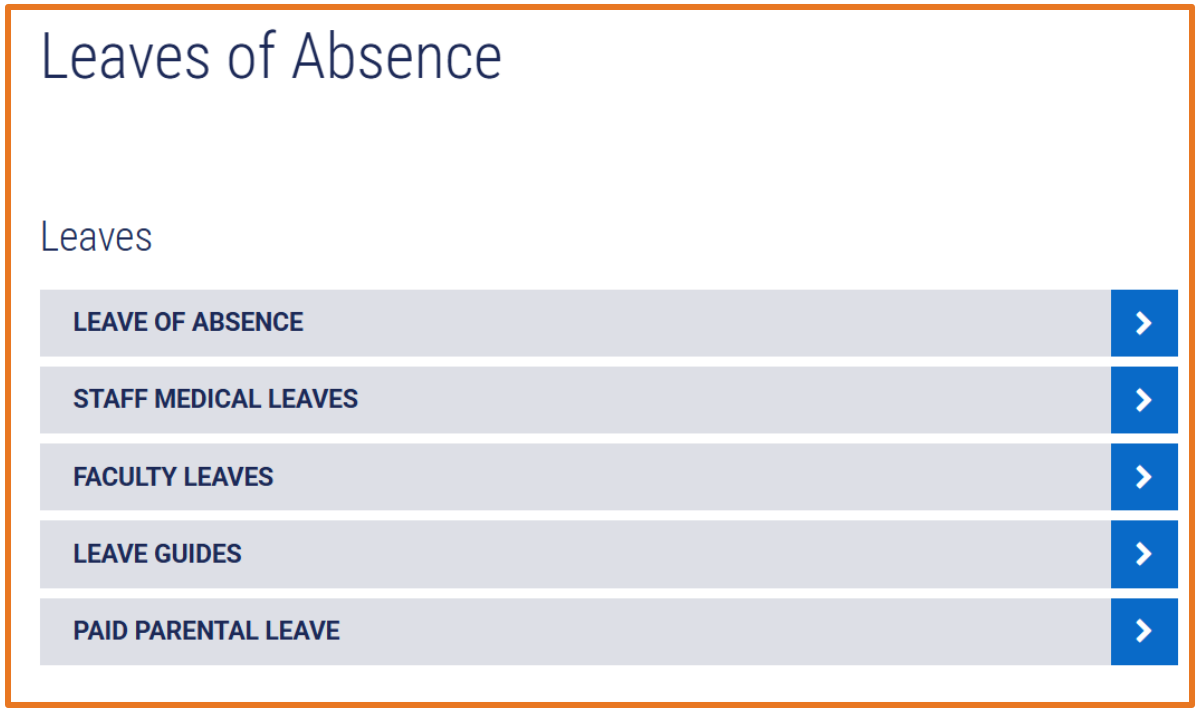
# Website Resources

- **Parental Leave Guide:**
  - Parental Leave
- **OHR Website:** https://www.hr.pitt.edu/current-employees/benefits/leaves
- **Additional Resources:**
  - MetLife MyBenefits Instructions
  - MetLife MyBenefits User Guide
  - Leave Responsibilities for Employees
  - Leave Responsibilities for Departments
  - Parental Leave Staff Examples
  - Parental Leave Administrative Reference Guide
  - Parental Leave Calculator



# Health Benefits

How do you add the new child to your benefits?

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# Benefits While On Leave

- Benefits Continue
- Regular cost-sharing for benefits continues during leave
- If paycheck is insufficient to cover benefit deductions:
  - Direct billing will be initiated (invoice from UPMC Benefit Managemnt Services)
  - Applies during unpaid leave or reduced pay periods
- Failure to respond to billing notices may result in benefit cancellation
- Make sure the address on file for you is accurate

# Adding a Child to Benefits

### Qualified Status Change

Birth, adoption or fostering is an IRS Qualified Status Change event to make changes to your coverage.

### Timeline

You have 60 days from the birth/adoption/fostering date to submit required documentation and make changes to your coverage.

### Required Documentation

Birth Certificate, Adoption Decree or Placement Paperwork

The Verification of Birth Document for newborns can be used as a placeholder until the Birth Certificate arrives.

# How to Request A Qualified Life Event

**Life events must be submitted within 60 days of the event occurring.**

### Step 1: Contact the Benefits Department

- To request that a life event is opened by submitting an online inquiry at [www.hr.pitt.edu/contact-ohr](www.hr.pitt.edu/contact-ohr).

### Step 2: Await Guidance from the Benefits Department

- Wait for instructions on the required documentation.

### Step 3: Provide Required Documentation

- Upload documentation into PittWorx → Document Records
- Select a Document Type with "Benefits" as the category

### Step 4: Update Dependent Information (If Necessary)

- **Adding a Dependent?** Update your contact list in **Before you Enroll** section of PittWorx

### Step 5: Monitor Review Process

- Allow 1-2 business days for document review by the Benefits Dept

### Step 6: Make Enrollment Changes in PittWorx

- You'll receive an email notification from PittWorx and from Benefits customer support when available
- PittWorx → Benefits → Make Changes. Edit your tier level to designate or undesignated (remove) coverage for dependents.

### Step 7: Receive Enrollment Confirmation from the Benefits Department

- Changes must comply with IRS Regulations
- Benefits Customer Support will correct any non-compliant changes.

# Dental & Vision Enrollment Considerations

## Dental Coverage

- **Tongue-tie (ankyloglossia)** or **lip-tie**: These conditions can interfere with feeding and speech development. Treatment, such as a frenectomy, may be covered under dental insurance.
- **Cleft lip or palate**: Babies born with these conditions often require early dental and orthodontic evaluations.
- **Early tooth eruption**: Some infants are born with natal teeth or develop teeth within the first few months, which may require monitoring or removal.
- **Oral infections or cysts**: Though rare, some newborns may develop oral conditions that need evaluation by a pediatric dentist.

## Vision Coverage

- **Congenital eye conditions**: Such as cataracts, strabismus (crossed eyes), or blocked tear ducts, which may require early intervention.
- **Family history of vision issues**: If parents have significant vision problems, early screening is often recommended.
- **Developmental eye exams**: The American Optometric Association recommends a comprehensive eye exam between 6–12 months to detect issues like astigmatism or farsightedness.
- Early coverage ensures access to specialists and diagnostic services without unexpected out-of-pocket costs.

# Review and Update Beneficiaries

## Life Insurance

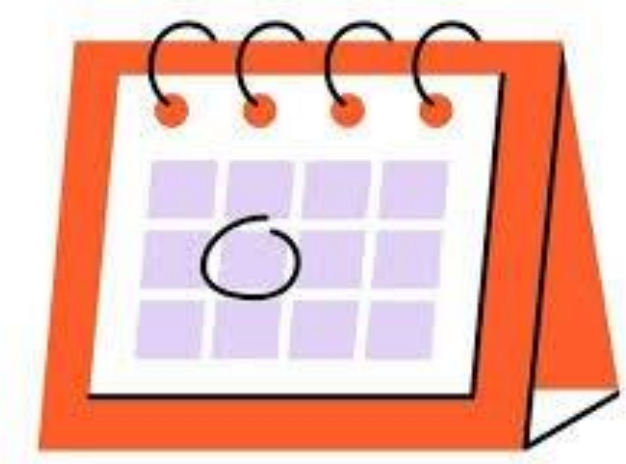
- **Vendor:** The Hartford
  - Phone: 1-855-396-7655
  - The Beneficiary Designation form is available for download (via Pitt Passport).
  - You can also visit The Hartford's website to personally manage your beneficiary designations for Pitt group term coverage.

## Retirement Savings

- **Vendor:** TIAA
  - Phone: **1-800 682-9139**, Monday to Friday, 8 a.m. to 10 p.m. and Saturday, 9 a.m. to 6 p.m. (ET)
  - Online:
    - Log in to my.pitt.edu using your University username and password
    - Search for "Retirement Savings Plan Access"
    - Select Actions.
    - Select Add/Edit Beneficiaries.
- **Vendor:** University Pension Center (Pension Plan Participants)
  - Phone: **1-866-283-0208** between the hours of 8 a.m. and 6 p.m. EST.

# Returning from Leave & Premium Repayment

- Notify your department of your return-to-work date



- If you do not return for at least 30 calendar days, you may be required to repay benefit premiums paid by the university during your leave.
- Repayment policy follows FMLA regulations

# Childcare Support & Resources

Dependent Care FSA, Life Solutions, Care.com, PittPerks and the University Child Development Center (UCDC)

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# Dependent Care FSA

## Key Benefits:

**Tax Savings:**
- Contributions are made pre-tax, reducing your taxable income.
- Pay for eligible expenses with tax-free dollars.

**Helps Manage Work-Life Balance**
- Supports employees in managing expenses for dependent care, allowing them to work without worry.

**Wide Range of Eligible Expenses:**
- Covers preschool, summer day camp, before or after school programs, and child or adult daycare.

**Reduces Out-of-Pocket Costs:**
- Helps budget for dependent care expenses throughout the year

### How to Use Your FSA:
- Submit claims for reimbursement of eligible expenses.

### Examples of Eligible Expenses:
- **Child Care (Up to Age 13):**
  - Pre-School and nursery school
  - Before and after school programs
  - Summer Day Camps
- **Adult / Elder Care:**
  - Adult daycare centers
  - Care for an elderly dependent

### Important Considerations:
- **Contribution Limits**
  - Up to $5,000 per household
- **Use-It-or-Lost It Rule**
  - Funds must be used within the plan year or grace period (2 ½ month extension).
  - Claims must be submitted by 12/31 following the end of the plan year.



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# LifeSolutions

- LifeSolutions is the University of Pittsburgh's Faculty and Staff Assistance Program that provides a broad range of services to assist University employees and their household members to balance work and the stresses of daily life.
- LifeSolutions offers personalized care services, 24-hour support, online resources and tools, and more, all at no cost to you. LifeSolutions services include:
  - Personalized Work Life Referrals
  - Online Work Life Resources
  - Crisis 24/7 Contact Information
  - Counseling and Coaching Services
  - Disability and Family Medical Leave Outreach

# LifeSolutions Services

- You can speak with a LifeSolutions specialist in-person, through video, or by telephone.
- To speak with a specialist, or to schedule an in-person appointment, call **1-866-647-3432**.

## Counseling & Coaching Services

- Stress
- Family and Relationship Concerns
- Depression/Anxiety
- Workplace Concerns
- Lifestyle Changes

## Disability and Family Medical Leave Resources for:

- Post Surgical Recovery
- Caregiving
- Maternity
- Medical Conditions

# Care.com

Eligibility for Care.com is limited to full-time, regular:

- Staff
- Faculty
- Librarians
- Research Associates
- Postdoctoral Associates*

**What Is It?** Care.com offers a network of providers and options to assist with needs such as after-school care, caring for a child who is home sick, caring for children while you are working from home, caring for aging parents, and more.

## Backup Care

- 10 available backup care days per program year (September 1 to August 31), for child and adult care, specifically for work related work purposes

## Care Talks

- Exclusive events from expert speakers offering advice and guidance to help you better care for yourself and your family

## Premium Membership

- Unlimited access to Care.com's online network to:
  - Post jobs
  - Search and view profiles of local caregivers
  - Communicate with and receive applications from local caregivers
  - Request background checks
- Tuition discounts on tutoring and local/national childcare centers

### JULY 2025

**8th** The Importance of Nutrition & Exercise
**9th** The Importance of Having a Will
**10th** Tools to Live Your Best Life
**16th** Caregiver 911- How to Prepare for Emergencies
**17th** Motivation- Bringing out the Best
**22nd** Clean Living
**23rd** Important Teen Issues

**Individuals who have a Job Type of Certificate are not eligible.*

# Pitt*Perks*

## DISCOUNT PROGRAMS

### Categories

- Apparel & Beauty
- **Automotive**
- Cruises
- **Education**
- Entertainment
- **Family and Dependent Care**
- Financial Services
- Food & Drinks
- Gifts & Flowers
- Gyms & Health Clubs
- Health & Wellness
- Home & Garden
- Hotels
- Limited Time Offer
- **Mental Health**
- Movie Tickets
- Pets
- Phone & Internet
- Pittsburgh, PA
- Rental Cars
- Sporting Events
- Sports and Outdoors
- Sustainability
- Technology & Electronics
- Theme Parks & Attractions
- Travel

Owlet

KinderCare LEARNING CENTERS

CHILDTIME LEARNING CENTERS Nurturing in every way.

Learning Care group

montessori unlimited® Where self-discovery happens.

ABCmouse.com® Early Learning Academy

THE LEARNING EXPERIENCE® Academy of Early Education

AppleTree & Gilden Woods EARLY CARE AND PRESCHOOL

HELLO NANNY!® a boutique agency

## VOLUNTARY BENEFITS

### Available Year-Round

- Group Home and Automobile Insurance
  - Features online quotes and comparisons between MetLife and Travelers
- Pet Insurance
  - Offered through ASPCA
- Identity Theft
  - Offered through Allstate

### Subject to Plan-Year

- MetLife Supplemental Medical Coverage
  - Hospital Indemnity
- MetLife Legal Services

# University Child Development Center (UCDC)

The University Child Development Center serves the University community by enrolling children of staff, faculty, and students.

**The UCDC provides:**

- Quality, near-site child care/early childhood education for young children who belong to the faculty, staff and students of the University of Pittsburgh.
- Laboratory research and practicum experiences in observing and participating with young children in classroom-based settings, for University students and students from other institutions of higher learning.
- Resources and technical assistance in implementing appropriate programs and practices that serve young children, for Pittsburgh and other communities.
- The Center is open from 7:00 a.m. – 6:00 p.m., Monday through Friday, offering either full-time (5 days per week) or part-time (2 or 3 days per week) care.

**Questions? Contact:**

**Jamie Wincovitch**
*Director, University Child Development Center*
**412-383-2100**

**Melissa Barr**
*Business Manager, UCDC*
**412-383-2100**

Additional information is available online at: https://www.hr.pitt.edu/current-employees/work-life-balance/ucdc



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# UPMC Baby Steps Program & Resources

Available through UPMC

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# Q&A

# Bridging Benefits

Upcoming Sessions

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# Event Calendar

## 4th Quarter FY 24-25


**April 24, 2025:** Financial Wellness Benefits & Resources


**May 22, 2025:** Preparing for the New Plan Year (Post-Open Enrollment)

**June 26, 2025:** Planning for Parenthood

## 1st Quarter FY 25-26

**July 24, 2025:** Retirement Savings Vesting & the Accelerated Plan

**August 21, 2025:** Understanding Student Health Insurance

**September 2025:** Back to School - Wellness and Stress Management

## 2nd Quarter FY 25-26

**October 2025:** Pathway to Retirement

**November 2025:** Perks of Working at Pitt


**December 2025:** Flexible Spending Accounts & Claim Submission Deadlines



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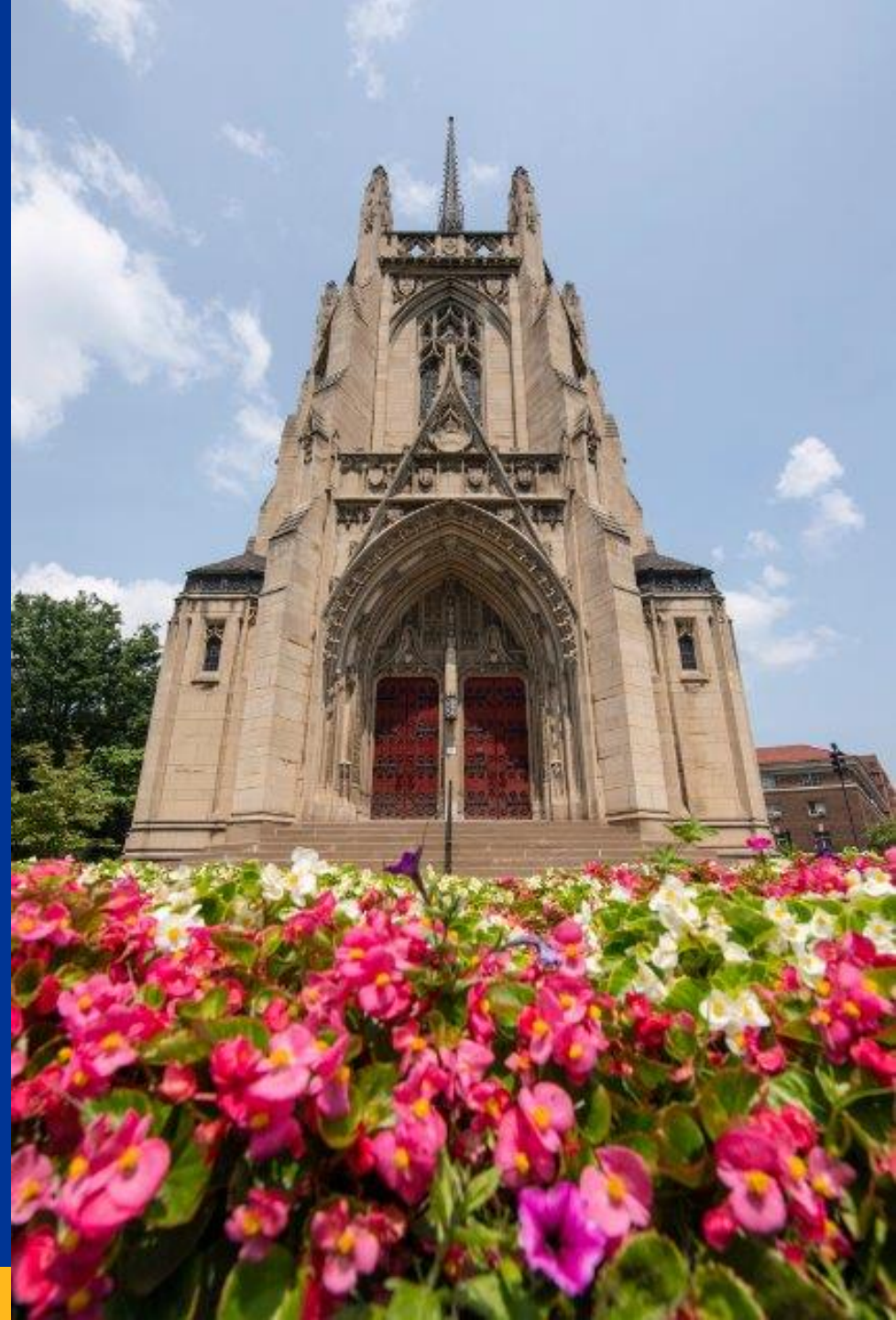
# Next Steps:

- **Register for a Session if Interested!**
  - https://www.hr.pitt.edu/bridging-benefits
- **Follow Us on Social Media**
- **Keep an Eye Out for Future Sessions!**
- **Take our Bridging Benefits – Experience Survey**
  - Link will be sent via email following today's session.
  - The recording + slides will also be made available on the Bridging Benefits Webpage.



# Resources & Contact Information

| Department: | Topic: | Where to Learn More: |
|---|---|---|
| **Benefits Department**<br>Phone: 833-852-2210 | Benefit Eligibility | https://www.hr.pitt.edu/current-employees/benefits |
| | Education Benefits | https://www.hr.pitt.edu/current-employees/benefits/education-benefits |
| | Health and Wellness Benefits | https://www.hr.pitt.edu/current-employees/benefits/health-and-wellness |
| | Medical Leaves of Absence | https://www.hr.pitt.edu/current-employees/benefits/leaves |
| | **Resources for New & Soon to Be Parents** | https://www.hr.pitt.edu/current-employees/work-life-balance/parents |
| | Work-Life Balance | https://www.hr.pitt.edu/current-employees/work-life-balance |
| **MetLife**<br>Phone: 888-777-7418 | **Applying for a Medical Leave** | https://my.pitt.edu/launch-task/all/hr-metlife-mybenefits?terms=metlife |
| **Employee & Labor Relations**<br>Phone: 412-624-7000 | Personal Leave of Absence<br>(To request a leave of absence if you do not meet the eligibility requirements for an approved medical leave. Approved at the Department level.) | https://www.hr.pitt.edu/current-employees/employee-labor-relations |

**Online OHR & Benefit inquiries can be submitted at:** https://www.hr.pitt.edu/contact-ohr

# Upcoming Event: Pitt Parenting Community

- Join the Office of Diversity, Equity and Inclusion for their first information session or sign-up to learn about future meetings/events on July 9, 2025.
- The Pitt Parenting Community provides a supportive group for faculty and staff balancing the demands of work and family life. Through resource-sharing, peer connection, and advocacy, the group aims to foster a more inclusive, flexible, and family-friendly workplace for caregivers of all kinds.


Register Here:



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# Lactation Rooms

The map shows lactation rooms on the Oakland campus. Once you determine which location will best meet your needs, contact the person who coordinates the use of that room to notify him/her of your intentions to access the room.

If you have additional questions, or would like to add a location to this list, please contact the Office for Equity, Diversity, and Inclusion at 412-648-7860.


list of lactation rooms/areas

# Additional Flyers to be Shared

**Pregnancy & Dental Care Resources**

- Oral Wellness Series Pregnancy Flyer
- Calcium and Women's Health Flyer
- Breastfeeding Tip Sheet
- Baby Teeth Care
- Children Dental Timeline
- UPMC Baby Steps Program

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Office of Human Resources Benefits Department

**https://www.hr.pitt.edu/current-employees/benefits**

**Contact us at 833-852-2210 or online at https://www.hr.pitt.edu/contact-ohr**