

# Detailed Birth Parent Leave Checklist

This checklist is used as a guide to help you understand your responsibilities during your parental leave and return to work process.



## Employee's Roles and Responsibilities

Please keep this available and follow each checklist step throughout your leave period.

<input type="checkbox"/>	<b>Step 1</b>	<p>Contact Voya at (888) 464-3652 to request your leave of absence as soon as possible. Here is the information you will need to have ready when you contact Voya:</p> <ul style="list-style-type: none"> <li>• Your name</li> <li>• Your employer's name</li> <li>• Your last day worked</li> <li>• Your first date of absence</li> <li>• Your estimated return to work date</li> <li>• Why you need a leave of absence</li> </ul> <p>Once your baby is born, make sure to contact Voya again to advise your ACTUAL date of delivery.</p> <p>Make sure to contact Voya any time there is a change to your last day worked, first date of absence or your estimated return to work date.</p>
<input type="checkbox"/>	<b>Step 2</b>	<p>Notify your manager and <b>benefits@sunrun.com</b> that you need a leave of absence.</p>
<input type="checkbox"/>	<b>Step 3</b>	<p>Check your mail for letters from Voya. Make sure to read ALL Voya letters and follow any time-sensitive requirements noted to avoid any delays with your claim.</p> <p>Voya may call you to discuss your claim. If Voya leaves you a voicemail, be sure to return the call.</p>
<input type="checkbox"/>	<b>Step 4</b>	<p>Work with your doctor to ensure that all information is timely submitted to Voya. In most cases, Voya will be able to gather the necessary information on your behalf provided you sign a release of information to Voya.</p> <p>Make sure to notify Voya any time there is a change in doctor(s).</p>
<input type="checkbox"/>	<b>Step 5</b>	<p>If you work in California, Hawaii, Massachusetts, New Jersey, New York or Washington, be sure to file a claim for statutory disability and/or paid family leave benefits.</p>
<input type="checkbox"/>	<b>Step 6</b>	<p>Keep everyone updated:</p> <ul style="list-style-type: none"> <li>• Keep your manager and the Sunrun Benefits team (<b>benefits@sunrun.com</b>) updated if your leave dates change.</li> <li>• Keep Voya updated on any changes to your leave, including your estimated return to work date or any changes to the doctor with whom you are treating.</li> </ul>
<input type="checkbox"/>	<b>Step 7</b>	<p>Make sure to add your baby to your health plan by logging on to <b>OKTA Single Sign-On</b> and clicking on the "Workday" link within 30 days after the baby is born. For instructions on how to add your baby to your health plan, <a href="#">click here</a>.</p>
<input type="checkbox"/>	<b>Step 8</b>	<p>Prepare for your return to work – welcome back, mom!</p> <p>One week before you return, make sure to reach out to your manager and Sunrun Benefits team (<b>benefits@sunrun.com</b>) to coordinate your return to work.</p>
<input type="checkbox"/>	<b>Step 9</b>	<p>Before you return to work, confirm your return to work date with Voya.</p>
<input type="checkbox"/>	<b>Step 10</b>	<p>Contact Voya immediately if you need any extensions to your leave of absence.</p>

For additional questions about your FMLA or STD claim and return to work, contact your Voya Claims Manager.

Please contact the Sunrun Benefits team at **benefits@sunrun.com** if you would like any more information regarding Baby Bonding leave. Congratulations! We wish you the best and look forward to your return.