

# NON-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"/>	<p>Contact Broadspire at (888) 398-0079 to request your leave of absence as soon as possible. Here is the information you will need to have ready when you contact Broadspire:</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>Make sure to contact Broadspire 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"/>	<p>Notify your manager of your intended leave dates and confirm preferred communication methods (email, phone, text, etc.). Contact Broadspire at (888) 398-0079 or log on to <a href="http://www.myleavetech.com">www.myleavetech.com</a> to request your leave.</p>
<input type="checkbox"/>	<p>Check your mail or email for letters from Broadspire. Make sure to read ALL Broadspire letters and follow any time-sensitive requirements noted to avoid any delays with your claim.</p> <p>Broadspire may call you to discuss your claim. If Broadspire leaves you a voicemail, be sure to return the call.</p>
<input type="checkbox"/>	<p>If you work in California, Connecticut, DC, Hawaii, Massachusetts, New Jersey, New York, Rhode Island or Washington, be sure to file for paid family leave benefits. Sunrun's paid leaves will be automatically offset by any state benefits you are eligible for.</p>
<input type="checkbox"/>	<p>Keep everyone updated:</p> <ul style="list-style-type: none"><li>• Keep your manager and the Sunrun Leaves team (<a href="mailto:leaves@sunrun.com">leaves@sunrun.com</a>) updated.</li><li>• Keep Broadspire updated on any changes to your leave, including your estimated return to work date.</li></ul>
<input type="checkbox"/>	<p>Make sure to add your child to your health plan by logging on to <a href="#">OKTA Single Sign-On</a> and clicking on the "Workday" link within 30 days after the birth/adoption of the child. For instructions on how to add your child to your health plan, <a href="#">click here</a>.</p>
<input type="checkbox"/>	<p>Prepare for your return to work – welcome back!</p> <p>One week before you return, make sure to reach out to your manager and Sunrun Leaves team (<a href="mailto:leaves@sunrun.com">leaves@sunrun.com</a>) to coordinate your return to work.</p>
<input type="checkbox"/>	<p>Before you return to work, confirm your return to work date with Broadspire.</p>
<input type="checkbox"/>	<p>Contact Broadspire immediately if you need any extensions to your leave of absence.</p>

For additional questions about your FMLA, Paid Parental Leave and your return to work, contact your Broadspire Claims Manager.

Please contact Broadspire at (888) 398-0079 if you would like any more information regarding Paid Parental Leave.

**Congratulations! We wish you the best and look forward to your return.**