

# Growing Your Family?

## Your Next Steps - Checklist

If you need fertility support, ZOLL has the coverage you need to increase your chances of a healthy, safe birth.

Adopting a new baby or child? Health Advocate provides a range of support.

Check out the Paid Parental Leave information to learn how ZOLL supports your family after a birth or adoption. In addition to paid time, you may also have FMLA benefits.

Read **How to File a Short-Term Disability or FMLA Claim** document.

Watch the helpful videos on **How to File a New Leave of Absence Claim** and **What to Expect During the Claim Process**.

Visit [www.matrixabsence.com](http://www.matrixabsence.com) for instructions on how to file for a leave of absence.

Update your benefit elections within 31 days of the birth or adoption. Review plan contributions to review your rates.

Provide a copy of the birth certificate or legal adoption papers.

Update your 401(k) and Life and AD&D beneficiaries.

Adjust the amount you are contributing to the Flexible Spending Account or Health Savings Account.

Elect voluntary life and AD&D insurance for your child(ren).

Reach out to Health Advocate if you need assistance with finding a doctor and resolving medical bills.

Contact the Employee Assistance Program if you need personal support or help in choosing child care.

