



MATERNITY LEAVE CHECKLIST

- Complete [Leave Of Absence \(LOA\) Form](#) and send to HR or Publicis Benefits Connection (PBC) at benefits.sharedservices@lionresources.com.
- Call Hartford 1-800-549-6514, 8am-9pm ET to initiate a claim.
 - Expect to receive an LOA Packet from Hartford. Please return any necessary paperwork to them.
 - If you work in New York, please initiate a NY Paid Family Leave (NYPFL) Claim.
STD Group Number: 342283
Company: MMS US Holdings Inc. (This is the name of the Holding Company for Publicis USA operations).
 - Remember to add your baby for health coverage within 31 days of the birth. Refer to the Birth/Adoption Guide for important information at: https://www.publicisbenefitsconnection.com/GuidesAndForms/BIRTH%20or%20ADOPTION_GUIDE%20FINAL.pdf
- Do you work in the State of New York/New Jersey?**
 - If yes, did you begin receiving state disability checks from Hartford on behalf of these states? If not, please contact Hartford to inquire.
 - If you work in NY, did you file a NY Paid Family Leave (PFL) Claim? If not, please contact Hartford to inquire.
 - If you work in NJ, **are you planning to take NJ Paid Family Leave?** If so, please contact the New Jersey State Plan at 609-292-7060 or <http://www.nj.gov/labor> to file a New Jersey Family Leave Insurance (NJFLI) claim. You will receive payment from the state. Please contact PBC on coordination of payment.
 - ****If you are a Sapient employee working in NJ, please visit <http://lwd.dol.state.nj.us/labor/tdi/tdihome.html> or call 609-292-7060 to file a NJ State Disability claim.**
 - Once approved, please provide a copy of the statement to PBC. Please expect to see an offset in your paycheck in the amount of the state payment. This is to ensure that you do not receive more than 100% pay during disability.
 - If you have not seen an offset in your paycheck, please contact the PBC Service Center at benefits.sharedservices@lionresources.com.
- Do you work in the State of California?**
 - To file a California Short Term Disability Claim, please visit http://www.edd.ca.gov/Disability/SDI_Online.htm. You will receive CA State Disability payment from the California Employment Development Department (EDD).

Once approved, please provide a copy of the statement to PBC so offsets can be taken from your paycheck. This is to ensure that you do not receive more than 100% pay during disability.

- Are you planning to take CA Paid Family Leave?** If so, please visit <http://www.edd.ca.gov/disability/> or call 1-877-238-4373. You will receive payment from the state. Please contact PBC on coordination of payment.

- Do you work in San Francisco?**
 - If so, you may be eligible for **SF Paid Parental Leave (SFPL)**.
 - Please contact the PBC Service Center at Benefits.sharedservices@lionresources.com to check your eligibility for SFPL.

- Are you no longer receiving pay from the company?**
 - **If yes**, did you begin to receive invoices from PBC in order to remit payment for your benefits?
 - **If you have not received invoices from PBC for your benefit premiums**, please contact the PBC Service Center at Benefits.sharedservices@lionresources.com