



## PARENTAL/ADOPTION LEAVE CHECKLIST

- Complete a [Leave Of Absence \(LOA\) Form](#) and send to HR or Publicis Benefits Connection (PBC) at [benefits.sharedservices@lionresources.com](mailto: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](https://www.publicisbenefitsconnection.com/GuidesAndForms/BIRTH%20or%20ADOPTION_GUIDE%20FINAL.pdf)
- Do you work in the State of New York/New Jersey?**
  - If you work in NY, did you file a NY Paid Family Leave 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 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 PBC.
- Do you work in the State of California?**
  - 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. Please check with PBC on 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](mailto:benefits.sharedservices@lionresources.com).