



PARENTAL/ADOPTION LEAVE CHECKLIST

- Complete a [Leave Of Absence \(LOA\) Form](#) and send to HR.
- Call Hartford 1-888-277-4767, 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.
- 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 the Publicis Benefits team.
- 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 the Publicis Benefits team on coordination of payment.
 - Do you work in San Francisco? If so, you may be eligible for SF Paid Parental Leave. Please check with the Publicis Benefits team on your eligibility for SFPL.
- Are you no longer receiving pay from the company?
 - If yes, did you begin to receive invoices from the Publicis Benefits team in order to remit payment for your benefits?
 - If you have not received invoices from PBC for your benefit premiums, please contact the Publicis Benefits Service Center at 1-800-933-3622 (Weekdays, 9:00 am – 5:00 pm ET).