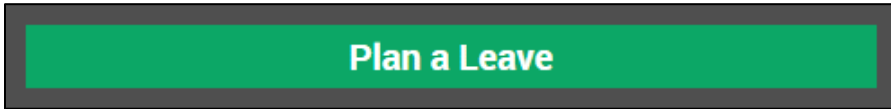


Requesting a Care of Newborn/Bonding, Adoption, or Foster Leave

Through the Self-Service Portal:

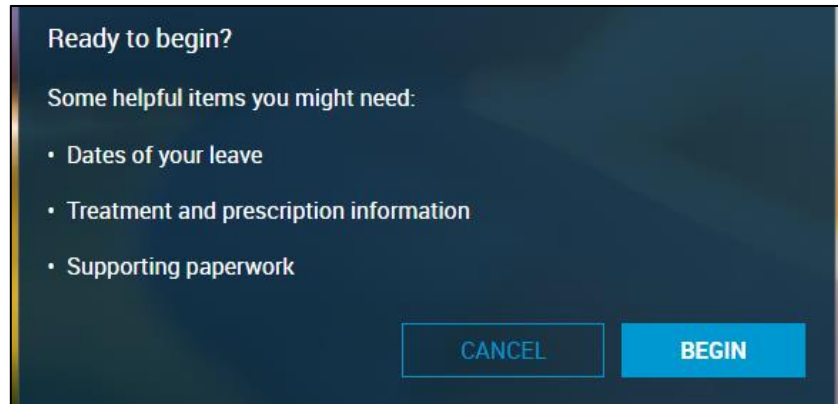
Step One: Beginning Your Leave Request

Once you have logged into the LeavePro Self-service portal, select “Plan a Leave”



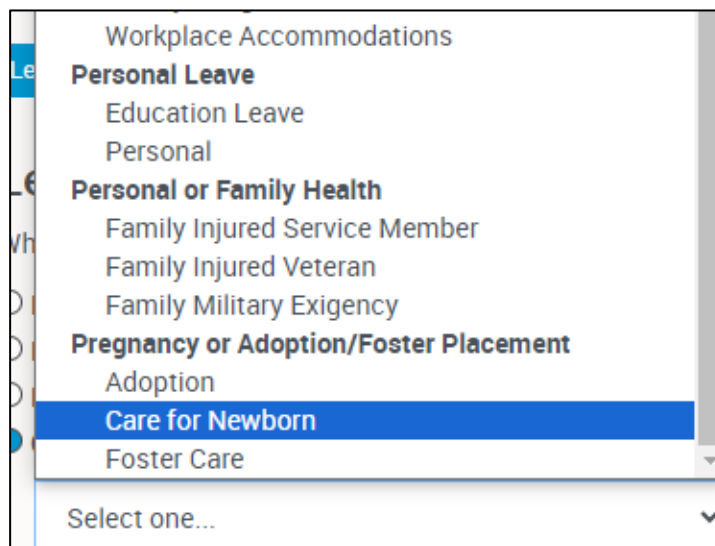
Please gather the information listed in the “Ready to begin?” prompt, and when ready, select “Begin”

****Tip:** If requesting a care of newborn/bonding leave, please have the estimated or actual delivery date of your child available. If requesting an adoption or foster care leave, please have your placement information available.*



Step 2: Selecting the Leave Type

Select “Other” for Leave Reason, then in the drop-down menu, scroll down to Pregnancy or Adoption/Foster Placement and select “Care for Newborn,” “Adoption,” or “Foster Care”



Choose the type of leave you will be taking:

If you plan to take time off for bonding in one single continuous block of time, select “Continuous” leave and select “Next.”

***Tip:** Continuous leaves are the most common bonding leaves requested. If you plan on taking all of your bonding time in a single leave of absence following the birth or placement of your child, this would be the type of leave to select.

If you plan to use your time intermittently, where you will return to work between absences, select “Intermittent,” then select “Next.”

If you plan on working but want to reduce the number of hours you work each week to bond with your child, select “Reduced Work Schedule,” then select “Next.”

Continuous?
Out full-time between two different dates.
Example: 1 week, 8 weeks, etc.

Intermittent?
Out occasionally between two different dates.
Example: Doctor's Appointments, Physical Therapy Sessions

Reduced Work Schedule?
Working less than your normal schedule between two different dates.
Example: 3 days a week instead of 5 days a week

Step 3: Entering Your Leave Dates

[Leave Reason](#) > [Add Dates](#) > [Add Family Member](#) > [Review & Submit](#) >

Add Dates

When was/will be your last day of work? *

31 Dec 2023

How many hours did you or will you work on your last day?

When was/will be your first day absent from work? *

01 Jan 2024

When does your leave end? *

30 Jun 2024

When do you expect to return to work?

Does your spouse work for the same company?

☐ Yes

☒ No

To add the dates of your leave request, you will need to know three key dates:

- When was/will be your last day of work?
 - The last date you worked/will work prior to the start date of your leave request
- When was/will be your first day absent from work?
 - The first day of work you missed or expect to miss for your leave request
- When does your leave end?
 - The end date of your leave request

***Tip:** if requesting an intermittent bonding leave, enter the leave end date as 6 months from the date of birth or placement of the child. This will allow you to report each individual absence under the same leave, instead of needing to open a new leave request for each intermittent bonding absence.

Once you have completed the “Add Dates” section, select “Next.”

Step 4: Adding Your Child as a New Family Member

Select “Add New” to add your newborn child, adopted child, or foster child as a Family Member and enter the requested information.

***Tip:** If your child has not yet been born, enter the estimated date of birth. After the birth of your child, you must contact Alight to confirm the actual delivery date.

Leave Reason > Add Dates > **Add Family Member** > Review & Submit >

Add Family Member

Employment Status: Active

Who are you taking this leave for? *

Baby Smith - Child

ADD NEW

Previous

Cancel

Resume Later

Next

Once you have created your Family Member contact, select “Next.”

Step 5: Confirm Information and Submit Leave Request

You will confirm that all information was entered correctly before submitting your new leave request. Once confirmed, click “Submit.”

Care for Newborn - Intermittent

Leave Dates

Edit Dates

Last Work Date

01 Jan 2024

Does your spouse work for the same company?

No

Leave Dates

01 Jan 2024 to 30 Jun 2024

Family Member Details

Edit Family Member

Baby Smith

Child - Biological

***Tip:** If you need to make any changes, select the “Edit” hyperlink in the top right corner of the section that requires an update.

Next Steps

Once your request has been submitted, you will be redirected to the home page and will see your new leave request.

You will also receive an eligibility packet sent to your preferred contact method explaining your eligibility for the requested leave.

For Bonding/Care of Newborn, Adoption, or Foster leaves, please return proof of birth or placement to Alight within 18 days from the birth or placement of the child or the start of your leave request, whichever is later. You may upload the proof of birth in the self-service portal, email it to Hormel@alight.com, or fax it to **518-880-6614**.

CURRENT LEAVES

View All (1) >

Care for Newborn - Child - Baby - 9309

4414 8122 9309

01 Jan 2024 to 30 Jun 2024

Intermittent

Leave Requested

Complete Your Paperwork

Decision Made

On Leave

Leave Ends

What happens next?

You currently have unfinished paperwork for this leave. View and complete your Paperwork Due tasks.

Add Time

Details

CLOSED LEAVES

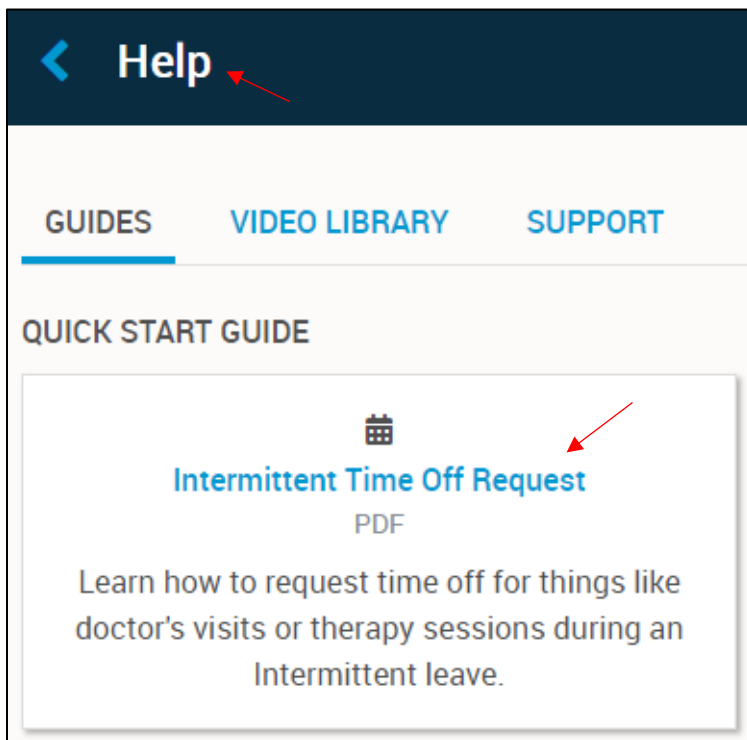
View All (0) >

Reporting Intermittent Absences:

Once an intermittent leave request has been opened, **you are required to report each individual absence** from work that you take to bond with your newborn, adopted, or foster child to your open leave claim. You must report each day absent from work and the number of hours missed. You can do so by calling Alight at **855-249-6318** or reporting your time off in the self-service portal.

Be aware that aside from reporting any time off to your open leave claim, **you must also comply with your work location's established call out procedures** by notifying your supervisor/HR directly or calling your local call out line.

You should try to plan your bonding time off in advance, but all intermittent absences must be reported to Alight within two business days of the missed time. **If an intermittent absence is reported more than two business days following the missed time, the absence may be denied due to late reporting.**



***Tip:** Once your intermittent leave is open, if you'd like to use the self-service portal to report your intermittent absences and need help doing so, please refer to the "Intermittent Time Off Request" instructions found under the "Quick Start Guide" section in the Help menu.