





# Maternity Leave CHECKLIST

	ACTIVITIES	COMPLETE BY:
	Enroll in the Blue Cross Blue Shield Healthy Maternity Program to receive a FREE Breast Pump*	Before 21st Week of Pregnancy
	Update all contact information in your UltiPro Profile	3 Months before Leave Start Date
	Sign up for an account on Employee Self Service (ESS) at <a href="https://genescoinc.ess-absencetracker.com/login">https://genescoinc.ess-absencetracker.com/login</a> . Step by Step instructions can be found on <a href="http://www.BenefitsAtGenesco.com">www.BenefitsAtGenesco.com</a> .	1-2 Months before Leave Start Date
	Submit your Leave of Absence Request through Employee Self Service (ESS) at <a href="https://genescoinc.ess-absencetracker.com/login">https://genescoinc.ess-absencetracker.com/login</a> Step by Step instructions can be found on <a href="http://www.BenefitsAtGenesco.com">www.BenefitsAtGenesco.com</a> .	1-2 Months before Leave Start Date
	Check your Email on file in UltiPro for confirmation that your leave request has been submitted and received.	24-48 Business Hours after request was made
	Check your email on file in UltiPro for Leave Paperwork or additional requests from <a href="mailto:leave@genesco.com">leave@genesco.com</a>	24-48 Business Hours after confirmation of request is received
	Take Leave Paperwork to your healthcare provider to be completed	Submit to provider ASAP**
	Submit Completed Leave Paperwork though your Employee Self Service (ESS) account at <a href="https://Genesco.ess-absencetracker.com/">https://Genesco.ess-absencetracker.com/</a> . Step by Step instructions can be found on <a href="http://www.BenefitsAtGenesco.com">www.BenefitsAtGenesco.com</a> .	15 Days from the Date Leave sends it to you
	Request an extension to submit Leave Paperwork from <a href="mailto:leave@genesco.com">leave@genesco.com</a> if you are unable to meet the 15 day due date	ASAP
	Check your email on file in UltiPro for additional information requests, reminders, and status updates from <a href="mailto:leave@genesco.com">leave@genesco.com</a>	Weekly for the duration of your leave



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	ACTIVITIES	COMPLETE BY:
	Notify Leave through Employee Self Service (ESS) or send an email to <a href="mailto:leave@genesco.com">leave@genesco.com</a> to confirm the date you actually begin your Leave of Absence	The date you begin your leave
	Notify Leave through Employee Self Service (ESS) or send an email to <a href="mailto:leave@genesco.com">leave@genesco.com</a> to confirm the date and type of your delivery, and (if applicable) submit proof of birth documentation	The Week of your delivery
	Check your email on file in UltiPro for additional information requests, reminders, and status updates from <a href="mailto:leave@genesco.com">leave@genesco.com</a>	Weekly for the duration of your leave
	Add your baby(ies) to your benefits and make any needed changes. Contact <a href="mailto:benefits@genesco.com">benefits@genesco.com</a> for additional assistance	Within 60 Days of the Child's Date of Birth
	Take the Fitness for Duty Form to your Healthcare Provider to be completed	2-3 Weeks before return to work**
	Submit completed Fitness for Duty Form through your Employee Self Service (ESS) account at <a href="https://Genesco.ess-absencetracker.com/">https://Genesco.ess-absencetracker.com/</a> . Step by Step instructions can be found on <a href="http://www.BenefitsAtGenesco.com">www.BenefitsAtGenesco.com</a> .	48 Business Hours before return to work
	Check your email on file in UltiPro for additional information requests, reminders, and status updates from <a href="mailto:leave@genesco.com">leave@genesco.com</a>	Weekly for the duration of your leave
	Check your Email on file in UltiPro for clearance to return to work from <a href="mailto:leave@genesco.com">leave@genesco.com</a>	48 Business Hours after form is submitted
	Notify Leave through Employee Self Service (ESS) or send an email to <a href="mailto:leave@genesco.com">leave@genesco.com</a> to confirm the date you actually returned to work	The Date you return to work

## LEAVE PAPERWORK DUE DATE

Date Leave Sent Paperwork  
(ADD DATE HERE)15  
DAYS

(YOUR DUE DATE)

\*Only employees enrolled in one of Genesco's medical plans with Blue Cross Blue Shield are eligible to enroll in the Healthy Maternity Program and receive a FREE Breast Pump

\*\*Please be aware that the turn around time to receive completed paperwork from a healthcare provider will vary from office to office. Check with your provider's office regarding their paperwork policy to ensure your paperwork is completed and submitted by your due date