




Parental Leave CHECKLIST

	ACTIVITIES	COMPLETE BY:
	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 https://genescoinc.ess-absencetracker.com/login . Step by Step instructions can be found on www.BenefitsAtGenesco.com .	1-2 Months before Leave Start Date
	Submit your Leave of Absence Request through Employee Self Service (ESS) at https://genescoinc.ess-absencetracker.com/login Step by Step instructions can be found on www.BenefitsAtGenesco.com .	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 important information about your leave or additional requests from leave@genesco.com	24-48 Business Hours after confirmation of request is received
	Check your email on file in UltiPro for additional information requests, reminders, and status updates from leave@genesco.com	Weekly for the duration of your leave
	Notify Leave through Employee Self Service (ESS) or send an email to leave@genesco.com to confirm the date you actually begin your Leave of Absence	The date you begin your leave
	Notify Leave through Employee Self Services (ESS) or send an email to leave@genesco.com to confirm the date of your child's birth, adoption, or placement and (if applicable) submit proof of birth documentation, or court documents of custody.	The Week of your child(ren)'s arrival
	Check your email on file in UltiPro for additional information requests, reminders, and status updates from leave@genesco.com	Weekly for the duration of your leave



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	ACTIVITIES	COMPLETE BY:
	Add your child(ren) to your benefits and make any needed changes. Contact benefits@genesco.com for additional assistance	Within 60 Days of the Child(ren)'s date of birth, adoption, or placement by the court
	Confirm the date you plan to return to work from your leave or request an extension from leave@genesco.com	1 Week prior to the return date listed in your approval letter
	Check your email on file in UltiPro for additional information requests, reminders, and status updates from leave@genesco.com	Weekly for the duration of your leave
	Notify Leave through Employee Self Service (ESS) or send an email to leave@genesco.com to confirm the date you actually returned to work	The date you return to work

****Please Be Advised:** Eligible employees welcoming a biological child or are adopting a child 6 months of age or younger, must provide proof of birth to the Leave Team before any Parental Leave Pay can be administered. Eligible employees who are adopting a child 6 months of age or older, or are welcoming a child through foster care should provide court documentation placing the child into the eligible employee's custody to the Leave Team before any Parental Leave Pay can be administered.

Acceptable Documentation for Parental Leave

For Eligible Employees Welcoming a Biological Child or an Adopted Child Under 6 Months of Age:

- Birth Certificate
- Mother's Copy of the birth certificate
- Other hospital document that includes the full name of the child and employee, and the child's date of birth

For Eligible Employees Welcoming a Child Through Foster Care or an Adopted Child 6 Months of Age or Older:

- Please provide court documents of custody.