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NEW
PARENTS
GUIDE

SFA STATE OF WELL

CONGRATS ON YOUR NEWEST ADDITION!



SFA extends it's warmest congratulations to you and your family as you embark on your journey into parenthood. While this new journey can be one of the most exciting times in your life, new parents can also experience an overwhelming amount of decisions that suddenly need to be made. SFA wants to support you during this time by providing you the support and tools you need in order to be best prepared to welcome the newest member of your family into the world.

The SFA New Parents Guide is a great starting point to learn about what you may be eligible for in regards to time away, what additional partnerships SFA has to support you, as well as a new baby checklist that you can print out and use. In addition to the New Parents Guide, access to our Parental Leave FAQ, Parental Leave Policy and detailed information regarding your benefits can be found by visiting www.mysfabenefits.com.

Live Well. Be Well

ELIGIBILITY



BIRTHING PARENTS

SFA Full Time Associates who have met the applicable waiting periods are eligible for Short Term Disability (STD) and SFA's Parental Leave. Depending on the type of delivery (natural birth or C-section), you will be eligible for 6 weeks (natural birth) or 8 weeks (C-section) of short-term disability pay. STD for delivery of a child will be compensated at 100% of your pay. Once STD has ended you will have the opportunity to take an additional 2 weeks of 100% paid leave using the Paid Parental Leave policy. STD and parental leave run concurrently with any state paid benefits as well as any eligible unpaid Family Medical Leave (FMLA) time. Please visit our FAQ available on www.mysfabenefits.com for more details on eligibility.

PARTNERS AND NON BIRTHING PARENTS

SFA Full Time Associates who have met the applicable waiting periods are eligible for SFA's Parental Leave. The purpose of Paid Parental Leave is to give you time to care for and bond with a newborn, newly adopted or newly placed child. Associates are eligible for up to 2 weeks of 100% paid parental leave for non-medical/nesting immediately after the birth or placement of your child. Please visit our FAQ available on www.mysfabenefits.com for more details on eligibility.

GETTING STARTED



LET YOUR MANAGER KNOW

You must provide your manager and HRBP with notice of the request for leave at least 30 days prior to the proposed start of your leave (or if the leave was not foreseeable, as soon as possible). Typically this is much sooner for birthing parents. This allows your manager to plan for your absence and get the appropriate staffing in place during your time away. SFA's partner Maven has many resources on how to have this conversation as well as access to career coaches to help you best prepare for the time away and your eventual return to work. For more information on Maven visit www.mysfabenefits.com.

CONTACT MATRIX

Associates should contact our leave of absence administrator, Matrix, at 1-877-202-0055 and initiate a leave of absence within 30 days of the expected delivery. Matrix will reach out to the associate's physician, if the associate provides the information to Matrix. If not, the associate is responsible for providing the required medical documentation to Matrix, within the allowed time, to approve the parental leave.

PROVIDE ALL NECESSARY DOCUMENTATION

Associates will be asked to provide personal information to Matrix in order to validate the leave request. Information such as name, phone number, and the last 4 digits of your SSN along with job details and physician information. Non-birthing parents will be asked to provide information such as the birth facts from the delivery or documentation on placement.

MAVEN SUPPORT

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MAVEN PREGNANCY, PARTNER AND PARENTHOOD SUPPORT

Saks Fifth Avenue has partnered with Maven, an all-in-one digital health platform that supports the family planning journey, from fertility to postpartum and returning to work after parental leave. All Maven users can use the service to book unlimited virtual appointments with providers across more than 30 specialties, including OB-GYNs, mental health specialists, and fertility awareness educators and access Maven's extensive library of content and classes. Best of all? Our partnership with Maven means all of these benefits are available at no cost to you.

We believe that Maven's commitment to inclusivity, with a network of providers with deep experience serving families of diverse backgrounds, makes them a natural partner for the SFA community. We are thrilled to continue to offer these benefits to all full-time employees and their spouse/ partners. Visit mavenclinic.com/join/support to start your journey today.

ACCESS TO THE FOLLOWING AT YOUR FINGERTIPS

- Birth Planning
- Prenatal Nutritionists
- Midwives, OBGYN, Doulas
- Career Coaches
- Physical Therapists
- Lactation Consultants
- Sleep Coaches
- Pediatricians
- On demand classes
- Live classes
- Career Coaches
- Mental Health Providers
- Relationship Support
- Community Forums
- Personal Care Coordinator

ADDITIONAL PARENTAL ASSISTANCE

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ADDITIONAL ASSISTANCE WITH OPTUM EAP

Adding a new member to your family is quite arguably one of the biggest life changes that a person can experience. While it's often known as one of the most joyful experiences, it's also normal to suddenly feel overwhelmed or stressed by this change. Sometimes you just need help with the logistics of a busy life. Or maybe all you need is a trustworthy referral. Whatever issue you might face—job, stress, family life, childcare, school issues, and even pet care—the Employee Assistance Program (EAP) offers free, confidential assistance at no cost to you.

You, your family members, or anyone living in your household have access to the EAP 24 hours a day, seven days a week. Just call the toll-free phone number (1-866-248-4904) to speak to a counselor or set up a face-to-face assessment or visit www.liveandworkwell.com (access code: HBC). Coverage includes up to five sessions per person, per incident, each year.

ADOPTION AND SURROGACY ASSISTANCE

Thinking about adoption or surrogacy? The SFA Adoption and Surrogacy Assistance Program provides financial assistance to you up to \$5,000 per child (up to two children). Visit www.mysfabenefits.com to find more information and to access the Adoption and Surrogacy Assistance Claim Form. Reimbursement eligibility is based on review and approval.

ADDITIONAL RESOURCES

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ENROLLED IN THE CIGNA MEDICAL PLAN?

Ordering Your Free Breast Pump:

Once you reach the 28th week of pregnancy, you can qualify for a breast pump at no additional cost through one of the many approved breast pump providers through Cigna. A starter kit is included at no cost, but you will have the option to purchase upgrades and accessories at a Cigna discounted rate. Breast pumps are usually delivered within two weeks of receiving all documentation. Visit the Parental Leave Page on www.mysfabenefits.com for more details.

Cigna Healthy Pregnancy App:

The Cigna Healthy Pregnancy app makes it easy for you and your family to stay on top of your health during every stage of your pregnancy—even after your baby is born. The best part? It's free to use! There are key features for pregnancy such as tracking medical appointments, week by week updates and pregnancy and postpartum to-do's. The app also takes you into parenthood with developmental milestones and to-do's during your baby's first 2 years and more!

ENROLLED IN THE GEISINGER MEDICAL PLAN?

Ordering Your Free Breast Pump:

Under the Geisinger medical plan, you can qualify for a breast pump at no additional cost through one of the many approved breast pump providers. Visit www.geisinger.org/mygeisinger to learn more about ordering your free breast pump!

Childbirth Preparation Classes:

Childbirth preparedness classes for education focused on preparing for labor and the birth of a child are covered for pregnant members up to a \$100 limit per benefit period. visit www.geisinger.org/mygeisinger to learn more about signing up for your class.

READY TO UPDATE YOUR BENEFITS?



After the birth of your child, you have 31 days to make changes to your benefits. Once you are ready, you have 2 ways to make changes:

- Online: visit www.mysfabenefits.com and choose 'Benefits Login' from the Enroll Here Header. This will direct you to the SFA Enrollment Portal which is available 24/7. You can log in and follow the prompts to complete your enrollment at your convenience.
- By Phone: Call the Enrollment Call Center to speak with a Benefits Counselor. They will help you with benefit decisions and record your elections. 1-800-498-8705, weekdays from 9 a.m. to 7 p.m. (ET)

*Make the most out of your
benefits. Enroll today!*

CONTRIBUTIONS

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Medical - Cigna (Non Tobacco*)	Choice CDHP	Choice Plus CDHP	PPO
<u>Weekly</u>			
Associate	\$21.11	\$34.72	\$53.54
Associate + Spouse	\$66.88	\$105.30	\$158.98
Associate + Children	\$45.84	\$72.54	\$119.02
Associate + Family	\$103.15	\$148.64	\$224.52
<u>Semi - Monthly</u>			
Associate	\$45.74	\$75.23	\$116.01
Associate + Spouse	\$144.92	\$228.15	\$344.46
Associate + Children	\$99.32	\$157.18	\$257.88
Associate + Family	\$223.50	\$322.06	\$486.46
Dental - Cigna	Cigna Core	Cigna Buy Up	Cigna DHMO
<u>Weekly</u>			
Associate	\$7.38	\$13.21	\$4.80
Associate + Spouse	\$14.63	\$26.26	\$8.92
Associate + Children	\$18.97	\$26.91	\$10.60
Associate + Family	\$24.76	\$44.52	\$16.36
<u>Semi - Monthly</u>			
Associate	\$16.00	\$28.63	\$10.41
Associate + Spouse	\$31.69	\$56.89	\$19.34
Associate + Children	\$41.10	\$58.31	\$22.96
Associate + Family	\$53.65	\$96.47	\$35.46
Vision - VSP	VSP Core	VSP Buy Up	
<u>Weekly</u>			
Associate	\$1.40	\$2.64	
Associate + Spouse	\$2.80	\$5.29	
Associate + Children	\$2.99	\$5.65	
Associate + Family	\$4.78	\$9.03	
<u>Semi - Monthly</u>			
Associate	\$3.03	\$5.73	
Associate + Spouse	\$6.06	\$11.46	
Associate + Children	\$6.48	\$12.25	
Associate + Family	\$10.36	\$19.57	

CONTACTS

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Benefit	Carrier	Phone Number	Website
Benefits & Enrollment	WEX	1-800-498-8705	www.mysfabenefits.com
Medical	Cigna	1-855-281-1206	www.mycigna.com
RX	Cigna	1-855-281-1206	www.mycigna.com
Dental	Cigna	1-855-281-1206	www.mycigna.com
Vision	VSP	1-800-877-7195	www.vsp.com
Health Savings Account	Optum Bank	1-866-234-8913	www.optumbank.com
Flexible Spending Account	WEX	1-800-498-8705	www.mysfabenefits.com
Employee Assistance Plan	Optum	1-866-248-4094	www.liveandworkwell.com Access Code: HBC
Report Disability or FMLA	Matrix Absence Management	1-877-202-0055	www.matrixabsence.com
Commuter Benefits	WEX	1-800-498-8705	www.mysfabenefits.com
Life and AD&D	MetLife	1-800-498-8705	www.mysfabenefits.com
Permanent Life Insurance	Aflac	1-800-433-3036	www.aflacgroupinsurance.com
Accident Insurance	Cigna	1-800-754-3207	www.mycigna.com
Critical Illness Insurance	Cigna	1-800-754-3207	www.mycigna.com
Hospital Indemnity Insurance	Cigna	1-800-754-3207	www.mycigna.com
Legal Benefits	MetLaw	1-800-821-6400	www.legalplans.com
ID Theft Protection	Allstate Identity Protection	1-800-789-2720	www.myaip.com
Retirement 401(k)	Bank of America Merrill	1-888-335-8218	www.benefits.ml.com
COBRA	WEX	1-800-498-8705	www.mysfabenefits.com

A close-up photograph of a man and a woman smiling and holding a newborn baby. The man is on the left, wearing glasses, and the woman is on the right, with curly hair. The baby is in the center, looking up and yawning. The background is softly blurred.

New Baby CHECKLIST

- ☐ Review SFA's Parental Leave Policy
- ☐ Review Your Disability Benefits
- ☐ Review SFA's FMLA Benefits
- ☐ Review the Parental Leave FAQ
- ☐ Review your adoption and surrogacy reimbursement options
- ☐ Start your parenthood journey with Maven
- ☐ Notify your manager about the timing of your leave
- ☐ Begin processing your leave with Matrix
- ☐ Get a Social Security number for your child
- ☐ Update your benefits coverage within 31 days of birth or adoption
- ☐ Consider updating your life insurance
- ☐ Consider updating your beneficiary information
- ☐ Update your tax withholdings
- ☐ Notify your manager of your return to work date
- ☐ Get help adjusting to your new addition with Optum EAP