

NON-UNION HOURLY AND SALARIED



# Expectant Parents at BBU Guide







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## Expecting a New Baby? Congratulations —BBU is Here for You!

At Bimbo Bakeries USA, We Value the Person and want to offer you support as you welcome a new child—by birth or adoption—into your life. As we continue our Diversity, Equity & Belonging journey and strive to make BBU an extraordinary place to work, we are #BBUProud to offer programs and policies for our expecting parents.

There is so much you can't prepare for with a baby, but we're here to help as much as we can! As an associate who is expecting, has an expectant spouse or is preparing for adoption, we encourage you to read this guide, review the details of the appropriate policies, follow all related processes and bring questions to your HR Business Partner to make your transition as smooth as possible.



## You Just Found Out You Are Pregnant/Your Spouse is Pregnant. What Do You Do?

### When To Tell Your Manager You Are Pregnant

There is no set time to tell your manager about your pregnancy. Your decision will be personal and based on many factors, such as how you feel and the responsibilities of your role.

Whenever you choose, know that BBU is excited for you – don't be afraid to share the good news with your manager, team and co-workers!

## When to Tell Human Relations (HR) You Are Pregnant

Just as with your manager, there is no formal time to tell HR about your pregnancy. However, there are many benefits to talking with your HR Business Partner about your pregnancy as soon as you are comfortable:



**HR knows your rights:** Workers are legally protected from being discriminated against for being pregnant. The Pregnancy Discrimination Act covers all aspects of employment, from hiring decisions to pay, promotions, training and benefits (like leave and health insurance). You can read more at [www.eeoc.gov/pregnancy-discrimination](http://www.eeoc.gov/pregnancy-discrimination).



**HR can help with necessary work accommodations:** Federal law also stipulates that if you're pregnant and unable to do any part of your job (for example, you cannot lift heavy objects), BBU is required to provide reasonable accommodations for you.



**HR can answer questions:** That's their job! They know all about benefits, parental leave and short-term disability. And if they don't know, they can point you in the right direction.

## When to Tell Your Manager Your Spouse is Pregnant

Whenever you feel comfortable, feel free to share the good news! If your spouse or baby is experiencing any pregnancy complications, the earlier your manager knows the better, as unexpected complications may impact your ability to work.



## Benefits to Review

There are a lot of things to think about when getting ready to have a baby, and medical coverage is a big part. Below are examples of benefit offerings under our healthcare plans.

- Doctor's Visits
- Ultrasounds
- Amniocentesis
- Breast Pump and Supplies
- Prenatal/Child Care Classes
- Additional Preventive Dental Exam
- Lactation Consultant
- Delivery

To understand fully how these benefits are covered and to ensure your providers/facilities are in network, please reach out directly to BCBSIL (Member Services: 877-239-7449)



## Childcare

You have access to the following discounted childcare services through our partner, Bright Horizons.

|   |   |
|---|---|
| <b>Sitter City Database Access, including free background checks</b>  | <ul style="list-style-type: none"> <li>• Search from among millions of caregiver profiles</li> <li>• Post jobs for one-time, recurring, or full-time caregiving</li> <li>• Review feedback and conduct background checks</li> </ul>     |
| <b>Bright Horizons location priority enrollment</b>   | <ul style="list-style-type: none"> <li>• Waitlist priority, registration fee credits at Bright Horizons Centers</li> </ul>  |
| <b>Child care facility discounts</b>  | <ul style="list-style-type: none"> <li>• Discounts on full-time tuition at 2,500 nationwide partner centers. Discount does not apply to Bright Horizons Centers</li> </ul>  |
| <b>Nanny Placement Services</b>   | <ul style="list-style-type: none"> <li>• Thoughtful matching of family and caregiver</li> <li>• “On-call” nannies for nights and weekends</li> <li>• No registration fee, reduced placement fee and 10% hourly rate discount</li> </ul> |
| <p>To access Bright Horizons, visit <a href="https://clients.brighthorizons.com/Bimbo">clients.brighthorizons.com/Bimbo</a>. From there you can click on Enhanced Family Supports or Family and Education Resources and click on the service(s) that you are interested to find out more information and/or enroll.</p> |   |

## Additional Childcare Benefit Offerings

- You can enroll in a Dependent Care Flexible Spending Account (FSA) to pay for childcare through the BBU Benefits Center at [myBBUbenefits.com](https://myBBUbenefits.com).
- Some BBU locations have discounts and arrangements with local daycare centers separate from BBU-sponsored programs. Check with your HR business partner for more information.
- Visit BBU Extras for more discounts via the BBU Benefits Center.



## BBU Benefits Changes

Having a baby counts as a qualifying life event for your benefits. This means that once your baby is born or placed for adoption, you can make changes to your BBU benefits coverage that you would normally only be able to change at annual enrollment time. **Changes must be made within 31 days of your baby being born or the day your baby is placed for adoption.** Additionally, you must supply a copy of the birth certificate or official adoption papers and baby's social security number (once you have it) to the BBU Benefits Center at [mybbubenefits.com](https://mybbubenefits.com) or by calling the Benefits Center at 1-888-606-9228.

## Updating Your Benefits

### For the birth/adoption of a baby, you can:

- Add coverage for baby
- Change or add life insurance for you or your spouse
- Enroll in a dependent care FSA
- Enroll in a health care FSA (if not enrolled in a Health Savings Account)
- Change your HSA contributions (can be changed at any time)
- Change beneficiaries (can be changed at any time)
- Change 401(k) contributions (can be changed at any time)

You can also enroll for the first time in BBU benefits after birth/adoption life event if you were previously covered under a spouse's insurance.

## Pregnancy is an Exception for Health Screenings!

If you are pregnant during the annual health screenings for medical plan discounts, you can complete the Health Screenings Waiver and Physician Form. Your doctor must complete the waiver in its entirety (i.e. BMI, tobacco) to receive the full discount for the next year plan.

## Getting Paid While on Leave

There are many factors to determine how your wages and benefits are paid while on leave. Refer to the applicable BBU Leave of Absence Guide for details.



## Parental Leave at BBU

### Responsibilities before, during, and after maternity leave (for mothers)

#### BEFORE:

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- Meet with HR and receive copy of BBU Leave of Absence Guide
- Review BBU Leave of Absence Guide
- Discuss with your manager and team who is covering your work
- Call New York Life (Cigna) to set up Short-Term Disability

#### DURING:

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- Call New York Life (Cigna) to start Short-Term Disability
- Discuss return-to-work plan with your manager
- Keep your manager informed of any changes to your leave or expected return-to-work plan

#### AFTER:

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- Ease back into your workload
- Discuss changing needs with manager

To contact New York Life (Cigna) Member Services, please call 888-647-6467

## Short-Term Disability (For Mothers)

Following delivery, salaried associates are eligible for 100% of pay for 10 weeks.

Non-union hourly associates are eligible for 60% of base annual earnings up to \$1,500 per week for 10 weeks following delivery.

Refer to the applicable BBU Leave of Absence Guide for specific Short-Term Disability instructions.

## Parental Leave Policy (For Mothers and Spouses)

BBU's Parental Leave Policy provides **all** new parents with 2 weeks of paid leave. Refer to the Parental Leave Policy on GB-on for additional information.

| Paid | Eligible   | Married BBU Couple                        |
|------|--|---|
| Yes  | <ul style="list-style-type: none"> <li>• Mothers</li> <li>• Fathers</li> <li>• Nonunion</li> </ul> | Both parents are eligible for paid leave. |

## FMLA (Family Medical Leave Act)

Refer to BBU Leave Packet for specific FMLA instructions. You may also be entitled to state benefits under FMLA – talk to your HR Business Partner for details.

## Paid Time Off (PTO)

In addition to leave time, you can use some or all your annual PTO before or after your child is born. You do not need to exhaust PTO before your unpaid time. However, you should not use PTO in lieu of Short-Term Disability. If you do not use PTO, your days will accrue while you're on leave. You can review BBU's Paid Time Off Policy on GB-on.



## Adoption Leave at BBU

### Adoption Leave Policy

BBU's Adoption Policy provides Paid Time Off for an adoptive parent pre- or post-adoption. The benefit may also reimburse eligible expenses related to the adoption process up to \$7,500. You can review the BBU Adoption Policy on GB-on.

| Paid | Eligible   | Married BBU couple  |
|------|--|---|
| Yes  | <ul style="list-style-type: none"><li>• Mothers</li><li>• Fathers</li><li>• Nonunion</li></ul> | Together, couples are entitled to up to four weeks of paid leave. |



## Programs for New Parents

### Special Beginnings

If you are enrolled in BBU benefits through Blue Cross Blue Shield of IL, you are eligible for their Special Beginnings Program. The Special Beginnings Program offers:

- A healthy pregnancy calendar to help you keep track of your pregnancy
- Videos that cover topics such as eating habits, exercise, stress and more
- Details about each trimester and the physical and emotional changes in you and your baby
- A list of screenings and vaccines to help you prepare for your checkups
- Program support available Monday through Friday from 8:00 a.m. to 6:30 p.m., CT

Visit [www.bcbsil.com/specialbeginnings/](http://www.bcbsil.com/specialbeginnings/) for more information or to enroll.

## Employee Assistance Program (EAP)

For times when life gets challenging and stressful, you can turn to our Employee Assistance Program (EAP), administered by SupportLinc. This program offers information, advice and support on a wide range of everyday issues 24 hours a day, seven days a week. Our EAP offers support and resources on a variety of topics.

### Contact the EAP about:

- Parenting and child care
- Fertility issues
- Labor and delivery complications
- Pregnancy loss
- Financial and legal services
- Emotional well-being
- Addiction and recovery

The EAP provides experienced consultants to talk with when you have a question, face-to-face sessions on specific issues and online tools and resources. All services are free, confidential and available to you and your eligible dependents. You do not have to be enrolled in a BBU medical plan to take advantage of this service.

To contact the EAP, call toll-free 24 hours a day, 7 days a week: 1-888-881-LINC (5462) or visit [www.supportlinc.com](http://www.supportlinc.com) (User ID: bimbo)





## Financial Planning when Preparing for a Baby



**Group Legal:** BBU offers a prepaid legal program that gives you affordable access to professional and confidential legal services through MetLife. Through this program, you can also update or create living wills/estate planning when adding a new member to your family. You can enroll in this program when reporting the life event through the BBU Benefits Center at [mybbubenefits.com](https://mybbubenefits.com).

For more information, call 1-800-821-6400 or go to [legalplans.com](https://legalplans.com). If you enroll in coverage, you cannot terminate coverage until the next Annual Enrollment period.



**Fidelity Investments:** Our savings plan provider, Fidelity Investments, has many webinars, documents and resources for financial planning. Visit [www.401k.com](https://www.401k.com) to access this information.



## Returning to Work

### **Wellness Room/Lactation Room/Lactation Pods**

You should discuss your work location's accommodations with HR before you return to work.

### **Find (and Save on) Child Care**

You have access to the following discounted child care services through our partner, Bright Horizons (see page 6).

Check with your local HR Business Partner for any discounts and arrangements with local daycare centers.

## Employee Assistance Program

See details on page 14.

To contact the EAP, call toll-free 24 hours a day, 7 days a week: 1-888-881-LINC (5462) or visit [www.supportlinc.com](http://www.supportlinc.com) (User ID: bimbo)

## Flexible Work Schedule

After having a baby, you may find it helpful to adjust your work schedule. Set up a meeting with your manager to discuss this option and see if a flexible schedule will meet your needs as well as the needs of your department. You can review the Flexible Work Schedule Policy on GB-on. For questions on BBU's policies or any of the information in this guide, please reach out to your HR Business Partner.



Thank you to all our BBU parents for sharing their pictures for this Guide!

