

*A new child is coming into your life – **Congratulations!*** Whether you're adopting, becoming a foster parent, or you / your partner will give birth, this is a special and busy time for you. This flyer was created to help you manage some of the important details. Please make sure to discuss your plans with your Manager and HR Partner in advance. They can assist with any questions you may have.



Will you need time to recuperate? Women who give birth will need time to recuperate. Doctors typically set this time as a period of six (6) weeks (or more in some circumstances). At the beginning of your third trimester, make sure to reach out to Cigna to request a Short-Term Disability (STD) leave. Cigna will require documentation from your doctor to approve your leave. Ingredion will continue to pay you at 100% of your base earnings during the six (6) week leave.

Spending time with your new child is important. Ingredion supports parent / child bonding time with our Parental Leave benefit. This Ingredion benefit provides new parents up to four (4) weeks of paid time off within twelve (12) months of the birth, adoption or placement of a child. Contact Cigna before taking Parental Leave so they can request and review any documents required to approve your leave. You'll also need to enter your Parental Leave time into Workday.

How much time additional off is available? Employees who have completed at least one year of service, and have worked a minimum of 1,250 hours in the last 12 months prior to the start of their leave, are eligible for job protection under the Family Medical Leave Act (FMLA). FMLA gives eligible new parents the right to take up to twelve (12) weeks off work. FMLA, STD and Parental Leave run concurrently. Pay during FMLA may continue through STD (if eligible), Parental Leave and / or vacation (if available). In other words, total leave can be up to 12 weeks, but any leave beyond the STD or Parental Leave benefit will be unpaid.

Want to add your new child to the healthcare plan? Remember to add your new child to either your or your partner's medical plan within thirty (30) days of birth / placement. To make elections on Ingredion's plan, go to www.ingredionbenefits.com or call Businessolver at 866-390-5537. You will be asked to provide proof of dependency before your child can be added to the plan.

Overjoyed and overwhelmed at the same time? There are resources to help. If you are pregnant and on our medical plan, you may be interested in Blue Cross Blue Shield's Special Beginnings program. Our employee assistance program (Magellan) offers tons of information for new parents. Contact information for all providers can be found on IngredionRewards www.ingredionrewards.com.

How do I contact Cigna to request FMLA, STD, and / or Parental Leave? Call Cigna's tollfree number at 888-842-4462 to get the ball rolling.



Everyone
Belongs