Congratulations on the new addition to your family. To help you during this important time, inside you’ll find a variety of benefits and programs available to support you and your growing family.
About your parental leave

You can take up to 16 weeks of paid parental leave, and up to an additional 10 weeks of unpaid leave, for a total of 26 weeks. Leave must be requested through MetLife no later than **15 calendar days** of the leave start date.

If you have questions, call MetLife at **888.245.2920** and select Option 2 for Leaves.

![Diagram of parental leave](image)

16 paid weeks

+ 10 unpaid weeks

**26 weeks of parental leave**

You have some flexibility to take time away when it’s best for you and your family. For example, after taking maternity leave when a baby is born, new mothers can return to work for a period and then resume their leave as long as it starts in the first 12 months after the baby arrives. New fathers and adoptive parents can take parental leave any time within the first 12 months after the baby is born.* As an example, you can:

- Take eight weeks after you adopt a child
- Return to work for three weeks
- Take another eight weeks of paid leave

*For maternity, paternity or adoption leave, you may break your leave into three segments. Each segment must be more than seven consecutive calendar days, and you must return to work for at least seven consecutive calendar days between segments. Leaves must be initiated within the first 12 months of your child’s birth or adoption date.
Once your child has arrived, make benefit elections and get financial help

**Health and insurance**
If you want to add your child to your benefits, including medical, dental, vision, life and accident insurance, you’ll need to do so within **31 calendar days** from the birth or adoption of your child by calling the Global HR Service Center or visiting My Benefits Resources. You can also enroll in or change your Health Flexible Spending Account (FSA), Dependent Care FSA or Health Savings Account contribution amounts.

**Note:** For online changes, you will need to add your child, as well as select benefits.

**Global HR Service Center:** 800.556.6044, Monday through Friday, 8 a.m. to 8 p.m. Eastern (excluding certain holidays)
**My Benefits Resources:** mybenefitsresources.bankofamerica.com

**Update your beneficiaries**
Update your beneficiaries for life insurance, accident insurance, retirement benefits and Health Savings Account (if applicable).

For life and accident insurance, visit My Benefits Resources: mybenefitsresources.bankofamerica.com
For 401(k), visit Benefits OnLine®: benefits.ml.com
For pension or Transferred Savings Account plans, visit NetBenefits®: netbenefits.com
For Health Savings Account, visit Health Benefit Solutions: myhealth.bankofamerica.com

**Financial planning**
Review and make any changes to your tax-withholding elections to add your new family member as a dependent.

**Global HR Service Center:** 800.556.6044, Monday through Friday, 8 a.m. to 8 p.m. Eastern (excluding certain holidays)

**Financial guidance**
Talk to experienced financial counselors, at no cost to you, for personalized guidance on benefits coverage, retirement planning, college savings and more.

**Benefits Education & Planning Center:** 866.777.8187 or bankofamerica.eyfpc.com, Monday through Friday, 9 a.m. to 8 p.m. Eastern (excluding certain holidays)

**Financial products**
Learn how to save money while saving for your child’s future education with a 529 plan through Merrill, or discuss other products and services that may be of interest to you.

**Employee Financial Services:** You can easily find your local Employee Financial Services designated Merrill specialist near you, and schedule an appointment for your banking and investing needs.

For banking, call 800.695.6262
For investments, call 888.865.2550

**Don’t forget**
You have **31 calendar days** from the birth or adoption of your child to make changes to your benefits. If you miss the deadline, per government rules, you’ll have to wait until the next Annual Benefits Enrollment or qualified event to make changes to your benefits.
When you need help, use these convenient health and wellness services

24/7 support from a registered nurse
Whether you have a question about your baby’s fever, how to manage your allergies or if you should go to the emergency room, if you’re enrolled in a bank medical plan, access a registered nurse by phone for free, 24/7.

Aetna 24-hour Nurse Line: 800.556.1555
Anthem 24/7 NurseLine: 800.700.9184
KP OnCall (Kaiser Permanente): 888.576.6225
UnitedHealthcare 24-Hour Nurse Line: 877.240.4075

Counseling and referral services
Access confidential counseling for assistance with family and work situations, including dealing with stress and managing change and relationship issues. Plus, get help with life’s day-to-day challenges through our referral and information services. Employees and their household members have access to six free face-to-face counseling sessions and unlimited telephone consultations at no cost.

Note: You don’t need to be enrolled in a bank medical plan to use the Employee Assistance Program.

Employee Assistance Program: 866.327.2725
Specialists are available 24/7.

Teladoc®
Connect with a U.S. board-certified doctor (including pediatricians) by phone or online video anytime you or your enrolled dependents need routine non-emergency care. The median response time is only 10 minutes, and, where available, a prescription can be sent to your pharmacy. No waiting rooms. No hassle.

Available to Bank of America employees enrolled in medical plans through Aetna, Anthem or UnitedHealthcare. (If you’re enrolled in Kaiser, call the number on your Kaiser ID card for information on telemedicine.)

Teladoc: 855.835.2362 or teladoc.com/bankofamerica

Support for growing families

Family Planning Support program
Get unlimited access for the first six months after your baby is born or your adopted child is placed with you. This program, brought to you by our partner, Maven, offers new parents expert guidance through post-pregnancy, infant care and the transition back to work, at no cost, through your mobile device or computer.

Note: You must be enrolled in a national bank medical plan with Aetna, Anthem or UnitedHealthcare to use this service. Kaiser Permanente members have access to similar resources through Kaiser.

Family Planning Support: familyplanningsupport.com or search “Maven Clinic” in the app store. You will have access to a free 24/7 personal care concierge.

Family Planning Reimbursement program
This program provides you with the flexibility to choose reimbursement for eligible adoption, fertility and/or surrogacy expenses — up to a collective, lifetime, $20,000 maximum throughout your career at the bank. Eligible claims can be submitted for reimbursement within 180 calendar days of the expense or, in the case of international adoption, within 180 calendar days of the adoption being finalized.

Global HR Service Center: 800.556.6044, Monday through Friday, 8 a.m. to 8 p.m. Eastern (excluding certain holidays)
My Benefits Resources: mybenefitsresources.bankofamerica.com
To help manage your work and life, explore child care support

**Back-up care**
Register your new child for convenient back-up care services for when your regular child care arrangements are temporarily unavailable.

**Bright Horizons:** 877.242.2737 or backup.brighthorizons.com.
Representatives are available 24/7.

**Child care reimbursement**
Determine if you are eligible to receive reimbursement for certain child care expenses once you return to work.

**Global HR Service Center:** 800.556.6044, Monday through Friday, 8 a.m. to 8 p.m. Eastern (excluding certain holidays) or mybenefitsresources.bankofamerica.com

**Parenting tips**
Get assistance with parenting tips and practical advice, as well as assistance finding discounted child care and household services.

**LifeCare**: 866.327.2725 or member.lifecare.com. Representatives are available 24/7.

**Employee discounts**
Access discounts and preferred pricing from top national retailers, online stores and local shops.

**Bank of America Discount Program:** perksatwork.com
When you’re ready to come back to work

The resources and services listed throughout this guide are also available once you return to work.

For instructions about returning to work after your leave, refer to the Returning to work section of the applicable parental leave guide on mybenefitsresources.bankofamerica.com.

Are you a nursing mom who may need to travel for work? We’re here to help.

The bank’s miscellaneous travel reimbursement benefit supports working mothers who choose to breastfeed, by covering costs associated with shipping expressed breast milk home while they’re away on approved business travel.

Learn more by calling the Accounts Payable service center at 888.550.6433.
To learn more online

**From work:**
Visit HR Connect on Flagscape®
hrconnect.bankofamerica.com

**From home:**
Visit Employee Resources at Home
bankofamerica.com/employee