



# New Parent Checklist

for U.S. Benefits Eligible Employees

When you experience a life event such as a birth, adoption, or placement for adoption of a child, you may become eligible for certain benefits. Follow this checklist to ensure you take advantage of all your benefits.

## 1. Contact the Chemours Benefits Service Center

Contact the Chemours Benefits Service Center within 31 days of your Qualified Life Event to make changes to your benefits by phone at [\(844\) 215-5096](tel:8442155096) or online at [MyChemoursBenefits.com](https://mychemourseveneefits.com).

Within 31 days of the birth or adoption of a child, you can make certain changes to your benefits:

- Enroll your child in your medical, dental, or vision insurance plan with coverage effective on the date of birth/adoption.
- Enroll your child in voluntary benefits, including Critical Illness and Accident Insurance.
- Enroll in a Dependent Care FSA, or change the amount in your current account.
- Enroll in Child Life Insurance for \$5,000, \$10,000, or \$20,000 per child.

## 2. Ensure your Financial Wellness

- **Tax withholding.** Adding a child to your family can impact your income taxes. Consider updating your Form W-4 withholding elections in [Workday](#).
- **401(k) Retirement Savings.** You can make changes to your 401(k)-savings contribution rate at any time during the year. To make changes through Merrill Lynch, call [\(877\) 854-CHEM](tel:877854CHEM) or visit [benefits.ml.com](https://benefits.ml.com) for Benefits OnLine. Also, you can access financial calculators and investment planning resources.
- **Saving for your child's college education.** You may want to consider consulting a trusted tax professional or financial planner to see if a 529 plan is right for you. For more information about 529 plans, visit [sec.gov/reportspubs/investor-publications/investorpubsintro529html](https://sec.gov/reportspubs/investor-publications/investorpubsintro529html).

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- **Health Savings Account.** If you are enrolled in a Chemours medical plan with a health savings account and you change your medical insurance coverage level from employee only to another coverage level, Chemours will provide you with additional HSA contributions that are usually processed for the paycheck following the change.

Also, this is a good time to review and decide if you are saving enough. You can change your HSA contribution amount at any time during the year. Contact the Chemours Benefits Service Center to enroll or make changes by phone at **(844) 215-5096** or online at **MyChemoursBenefits.com**.

- **Flexible Spending Account:** You may be eligible to enroll in an FSA during the year if you experience a life event, and you may also be eligible to change your FSA contribution amount. Contact the Chemours Benefits Service Center to enroll or make changes by phone at **(844) 215-5096** or online at **MyChemoursBenefits.com**.

## □ 3. Time Off

- **Disability Leave.** The Chemours maternity benefit provides for income replacement in the event of a pregnancy-related disability under the Short-Term Disability Plan. Eligible employees receive full pay for weeks one (1) through eight (8) and then pay reduces to 70% for weeks nine (9) through twenty-six (26).
- **Family and Medical Leave Act.** FMLA provides eligible employees with up to 12 work weeks of job-protection for birth or adoption after you have worked at Chemours for 12 months.
- **Paid Parental Leave.** This benefit will provide 8 weeks (320 hours) of paid time off to allow new parents time to bond with their newborn or newly placed child within the first year after the life event or placement of the child. This time can be taken all at once or in increments, with manager approval. This parental leave is separate from disability leave and can be taken after disability leave ends.

## □ 4. Learn About Other Benefits

- **Adoption Assistance.** You may be eligible to receive up to \$5,000 per adoption to help pay for qualified expenses related to the adoption of a child (includes attorney fees, court costs, and adoption fees).

- **Aetna® Resources for Living.** This is the Employee Assistance Program (EAP) benefit which is administered by Aetna® Resources for Living and is provided at no cost to employees and their family members to handle life issues such as emotional health, depression and marital/family counseling. Contact Aetna® Resources for Living at **(800) 955-6422 / TTY 711** or visit **ResourcesForLiving.com**.

Username: CHEMOURS

Password: CHEMOURSEAP

- **Aetna One® Advocate.** If you are enrolled in a Chemours medical plan, you and your covered family members will have access to Aetna One® Advocate. Aetna One® Advocate makes managing your health and your benefits easier. The service is confidential, and you may use it as often as you like—there is no additional cost.

When you rely on Aetna One® Advocate, you'll have a single trusted person—one advocate—who can help:

- Answer your questions about any health or benefit-related needs
- Help you get the right care
- Set health goals based on your objectives
- Create a personal care plan tailored to your needs
- Choose the right providers for your healthcare needs
- Schedule doctor appointments
- Answer your claims questions & resolve billing issues
- Provide compassionate daily living & emotional support

We encourage you to make the most of the A1A benefit and invest in your personal wellbeing. Call your Aetna One® Advocate team anytime, seven days a week at **(800) 417-2386** or visit **aetna.com**.

Go right to the  
benefits site!  
Scan the code with  
your phone camera.

