

Maternity Leave

What are my leave options?

Birth mothers are eligible for up to 18 weeks of Maternity Leave.

- First week of leave you use PTO (non-exempt) or Sick Time (exempt), if available.
- Weeks 2-10 are paid at 100% under Short-Term Disability. If you go out on STD prior to your delivery date due to a medical reason, the 2-10 weeks of 100% pay begins. Any time after 10 weeks will be paid at 85% of your pay. You will still receive 10 weeks of STD “recovery” from the date of the birth.
- Weeks 11-18 are paid at 100% under the Parental Leave Program. Leave must be taken in a minimum of two week blocks. You have 12 months from the date of birth to use their Parental Leave.
- 2 of the 8 weeks of the Parental Leave may be used prior to your expected due date.
- You should provide at least a 30-day advance notice to your manager and the Capital One Leave and Accommodation Service Center prior to taking your Parental Leave (for both consecutive leaves and incremental leaves).



We're here to help! Contact the HR Help Center with any questions. Call 1-888-376-8836 or email leavemanagement@capitalone.com

How do I get started?

- **Step 1:** Call the Capital One Leave and Accommodation Service Center at 844-324-CAP1 (2271) 30 days prior to your expected delivery date, to initiate your Short-Term Disability and Parental Leave claims.
 - **Please note:** If you are not taking Parental Leave immediately following your Short-Term Disability leave, you will need to provide a 30-day advance notice for Parental Leave. If you do not provide a 30-day advance notice, you need to fill out a Parental Leave Request Form, found on [Pulse](#). If you don't have access to Pulse, contact the Capital One Leave and Accommodation Service Center to request the form via email or mail. Then, you must send the completed form to your manager for approval. If your manager approves, they must forward the form to the Capital One Leave and Accommodation Service Center. You'll still be required to provide the Capital One Leave and Accommodation Service Center with the required documentation.
- **Step 2:** Let your manager know how much time you plan to take off.
- **Step 3:** Hello baby! Congrats!
- **Step 4:** Call the Capital One Leave and Accommodation Service Center at 1-844-324-CAP1 (2271) within three days of your child's birth so your leave time starts. They'll contact Capital One with your claim approval and the Capital One Leave Management team will update your time so you continue to receive pay.



The EAP offers child care services and a 24-hour Nurse Line for new parents! Call 1-855-383-7222 or go online to www.anthemep.com (Login Capital One).

My leave is almost over—now what?

- Talk to your manager about your return to work plans so they can prepare for your return.
- Discuss with your manager a possible flexible return to work schedule if you need additional time.

