



PLANNING FOR YOUR PARENTAL LEAVE

Congratulations on expanding your family! Cummins Inc. provides a generous paid leave to allow for bonding with a new family member through birth, adoption, or foster care placement. Use the below checklist to help ensure that you have a smooth leave of absence.

Important: Our Cummins CBS Disability team manages the Paid Parental Leave. You may also be eligible for the Family and Medical Leave Act (FMLA), which is administered by Unum. Although the Cummins Paid Parental Leave runs concurrent with FMLA, you are required to file a FMLA claim directly with Unum.

Before starting your leave

- Review the [Cummins Paid Parental Leave policy](#) as it provides detailed information about eligibility. Additional information is also available on the Parental Leave page on [EmpoweringYou.cummins.com](#).
- Notify your manager of your leave request. Be sure to give your manager at least a 30-day notice.
- **Required** - You must submit a request for Paid Parental Leave to CBS using [Answers](#) or by completing the [Parental Leave Request Form \(E-sign\)](#). The Paid Parental Leave is not payable until CBS has determined you meet the eligibility criteria, and your manager has provided approval to CBS. Once your request has been received, a CBS Disability Specialist will notify you and your manager if you have been approved or if additional steps are needed.
- **Required** – Contact Unum at 1-866-229-4885 or online at [www.unum.com](#) to open a claim for FMLA.
- **Required** – If you work or reside in a state offering paid Family Leave benefits, you are required to file a claim with your state. Check with your state’s website, Line HR or contact Unum for additional information.

While on your leave

- Provide a copy of appropriate documentation to substantiate leave within **14 days** after your leave begin date (i.e., birth certificate, hospital birth record, adoption agency/court documents, or fostering placement letter). Email your documentation to CBS.DisabilityTeam@cummins.com or upload to [Answers](#).
- **Your child is not automatically covered under Cummins health benefits.** You must enroll them in the desired coverage within 60 days of the birth/adoption using the [Cummins Health Benefits site](#) or by calling our Service Center at 877-377-4357 option 1, followed by option 2 to ask questions or complete enrollment over the phone.
- Keep in contact with your manager, CBS and Unum as needed during your leave to communicate any changes with your leave schedule or to discuss your return to work.

Returning to work

- Contact your manager at least 3 days before your scheduled return-to-work date. This will help ensure you have a smooth transition back to work, and to verify they have everything needed for your return.
- Email CBS.DisabilityTeam@cummins.com when you have returned to work to end your Parental Leave.
- Contact Unum for steps on closing your FMLA claim.

Tools and Resources

Cummins (Cummins Health Benefits Service Center) Speak with a representative by phone at 1-877-377-4357 (M-F 7am-7pm central) or via email at CBS.DisabilityTeam@cummins.com

Unum (Cummins Disability and FMLA administrator) Speak with a representative by phone at 1-866-229-4885, fax documentation to 1-800-447-2498 or visit Unum online at [www.unum.com](#)

EmpoweringYou (Benefit information site): Learn about, understand, and use the many benefits that are provided to you as a Cummins employee at [EmpoweringYou.cummins.com](#)

Cummins Health Benefits (Cummins employee health benefit enrollment): Access the self-service site to add your new dependent(s) and elect your benefits at <https://cumminshealthbenefits.com>

Answers (Cummins Case tool): Submit your Paid Parental Leave request, upload of dependent verification documentation or check the status of your request using Answers at <https://cummins.service-now.com/esc>

