

New Family Member Resource Guide

CGI

Non-SCA

Congratulations on your new family member! To help you celebrate this momentous occasion, we would like to provide you with this resource guide that outlines the benefits that are available to you.

CGI swag bag

Swell 24 oz.
tumbler



Embodying translucent hues in the purest form, the Stone Collection emulates the most coveted semi-precious gems. Featured in a durable stone-like texture for added grip, the muted color palette simulates the raw delicacy of the minerals.

Ekobo Store & Go
8 oz Bento Box



The perfect-sized snack cup, the Ekobo Store and Go 8oz container features Ekobo's signature-FSC certified bamboo fiber base and a leakproof silicone lid..

Igloo ® Juneau
Backpack Cooler



Leak resistant, antimicrobial liner that's easy to clean. Dual zippered opening to large main compartment. Top compartment with dual zippered opening for additional storage. Dual side mesh pockets for water bottles and other belongings.

Sweatshirt
blanket



50" x 60" Cotton
grey blanket.

To receive the CGI swag bag, visit the [HR Service Center](#) (CGI Intranet > CGI Member Portal > HR Service Center) to create a case and submit this form by selecting Category: *Benefits*, Specialty type: *Life Events*, and in the Summary box type in "*New Family Member program form*"

Types of leave

Maternity leave

CGI offers new mothers 12 weeks of pay at 100% through the Short-Term Disability plan, plus an additional 2 weeks of sick leave at 100% of pay for a total of 14 weeks at 100% of pay.

Parental leave

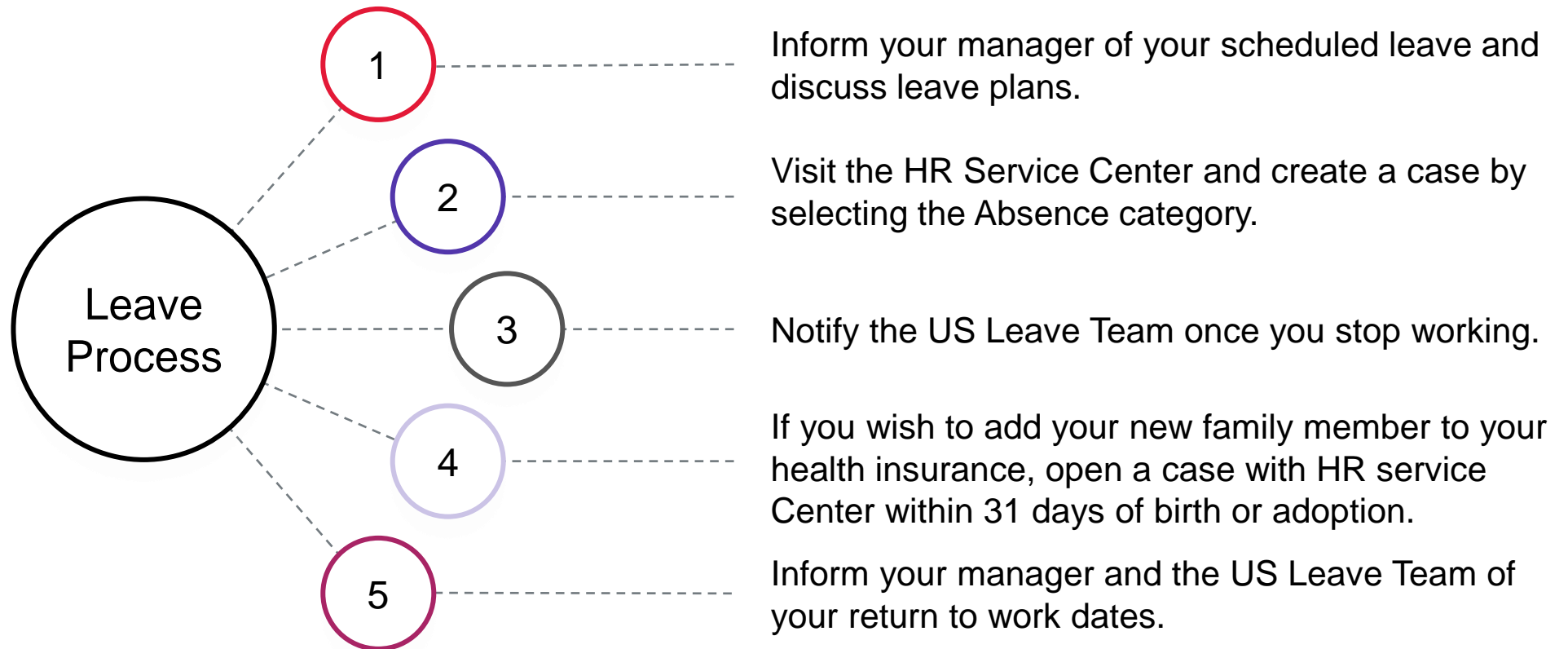
CGI provides 4 weeks of pay to non-birth parents upon the birth of a new child.

Adoption leave

CGI provides 4 weeks of pay to parents upon the adoption of a child.

In addition, members may be eligible for up to 12 weeks of unpaid leave under the Family and Medical Leave Act (FMLA). Please contact the Leave of Absence team for additional information.

What to do when you're on leave



What to do when you're on leave

Health benefits coverage*

- Request enrollment form within 31 days of the birth of your child in HR Service Center by selecting Category: Benefits and Specialty type: Life Events
- Complete and submit the enrollment form to HR Service Center within 60 days of the birth or adoption
- Provide a copy of birth certificate, hospital document showing baby's full name and date of birth or adoption paperwork within 60 days of the birth or adoption

Adoption assistance

- Request Adoption Assistance Reimbursement form via HR Service Center
- Complete enrollment form and return to the HR Service Center, along with all necessary documentation (*itemized receipts for incurred qualified adoption expenses, copy of adoption placement certificate, management approval*)

New family member CGI swag bag

- Request New Family Member Swag Bag request form via HR Service Center
- Complete request form and return to the HR Service Center, along with birth certificate or adoption paperwork (if previously not submitted)

*If applicable

Available Resources

Additional resources

U.S. BENEFITS PORTAL

- › One-stop shop for your benefits needs
- › Guides, benefits summaries, apps, and FAQs
- › For leaders and members alike

Visit: [Benefits Portal](#)

Username: CGIUS

Password: usbenefits2024

MEMBER ASSISTANCE PROGRAM

- › Free and confidential
- › Accessible 24/7
- › For you and your family members

Visit: [Lyra](#)

OXYGEN

- › One-stop shop for your health and wellbeing needs
- › Webinars, articles and FAQs

Visit: [Oxygen Portal](#)

RETHINK BENEFITS

Provides members and families 24/7 access to tools and resources to help care for a child with a learning, social, or behavioral challenge, or a developmental disability.

Call: 800.714.9285

Visit: rethinkbenefits.com/cgi

Additional resources

ADOPTION ASSISTANCE

Reimbursement up to \$3,000 per adoption for qualified expenses

Expenses include:

- › Agency and placement fees
- › Travel expenses associated with adoption
- › Court costs
- › Legal fees

Open a case with [HR Service Center](#) to request form

DEPENDENT CARE FSA

- › Use for eligible child or elder day care expenses when it's necessary for you (and your spouse) to work outside the home
- › Contribute from \$120 to \$5,000 per year
- › "Use it or lose it" applies

Open a case with [HR Service Center](#) to request form

BACK-UP CHILD CARE

- › Low cost temporary or short term certified care for loved ones of any age
- › Available 24 hours a day, seven days a week
- › Can only be used during your normal working hours
- › Coverage is limited to 60 hours per year

Visit: backup.brighthouse.com

Username: CGIbackup

Password: backupcare1

ENHANCED FAMILY SUPPORTS

Bright Horizons Enhanced Family Supports offers:

- › Discounted and priority access to daycare
- › Free SitterCity membership to search for vetted caregivers with the ability to set up virtual or in person learning pods
- › Discounts to tutoring services, and college prep test providers

Visit: [Bright Horizons Family](#)

Cigna Telehealth Connection

Whether your doctor isn't available, or you just can't find the time or energy to leave the house, quality care is available to you and your eligible dependents via video or phone.

With medical virtual care, you can:

- › Get virtual medical care 24/7/365 – even on weekends and holidays.
- › Get a preventive virtual wellness screening at no additional cost to you.
- › Connect with quality board-certified doctors and pediatricians.
- › Have a prescription sent directly to your local pharmacy, if appropriate
- › Save money. Virtual care for minor medical conditions costs less than ER or urgent care visits, and maybe even less than minor medical conditions in an in-office primary care provider visit.

MDLIVEforCigna.com

Toll-free: 888.726.3171

Cigna Healthy Pregnancies | Healthy Babies app

The Cigna Healthy Pregnancy™ app has been specifically developed to guide you throughout your entire pregnancy. This valuable resource allows you to easily track and learn about your pregnancy.

Download the Cigna Healthy Pregnancy app now.

It's easy to use. Just enter your due date and myCigna® user ID and password.



Use this app to:

- › Enroll in the Cigna Healthy Pregnancies, Healthy Babies® program.
- › Click to call a Cigna coach or case manager.
- › Learn about available incentives for program completion. . \$150 for joining in the first trimester, and \$75 for joining in the second trimester
- › Look up symptoms and learn about pregnancy health issues. Track your weight.
- › Keep a list of things to talk about with your doctor, and set reminders.
- › View educational videos about your baby's weekly development.
- › Connect with your baby with the Baby Boost relaxation tool.
- › Get daily updates with important tips and inspirational quotes to stay positive and motivated.

Questions?

**Visit the HR Service Center to open a case:
CGI Intranet > CGI Member Portal > HR Service Center**

Case Type: Request

Category: Benefits

Specialty Type: Life Events

Summary: New Family Member Program