



Pregnancy & Maternal Accommodations Employee Guide

What should you do when you are **pregnant**?

You would like to **request an accommodation**. How do you proceed?

Your due date is approaching, and you need to prepare for your **leave of absence**. What needs to be done?

You are ready to **return to work**. What is needed to ensure an easy transition?

[Click here](#) to access pregnancy-related content, including phone numbers, website links, and UPS policies.

Pregnancy

- **Congratulations!** When you feel comfortable, inform your management team of your pregnancy.
- **UPS has policies in place to assist you.** Take the time to review these policies and reach out to your management team if you have any questions.

Accommodations

- Should you need to request **pregnancy-related accommodation**, complete the **Light Duty for Pregnancy and Postpartum (LDPP)** form on myHR and inform your management team.
- Keep in mind, **you may be placed on a temporary work assignment** while your LDPP request is being reviewed.

Leave of Absence

- **Before proceeding**, validate what leave of absence options you are eligible for by connecting with Hartford/TeamCare.
- Preparing for going out on leave should happen as early in advance as possible.
- **How to prepare?**
 - Contact Hartford/TeamCare to discuss your tentative leave of absence dates.
 - Connect with your management team and review your job responsibilities to assist in work coverage.
 - Provide a point of contact to your manager in your absence.
- Throughout your LOA, stay connected with your management team and let them know when your leave is coming to an end.

Return to Work

- **Before** returning to work:
 - Contact Hartford/TeamCare to confirm your return-to-work date.
 - Remember to share your return date with your management team.
- **After** returning to work:
 - Contact UPS Technical Support at 888-UPS-TECH to reconnect your devices to the UPS Network.
- If you require additional assistance after returning to work, remember UPS has policies and procedures in place to support you:
 - **Resources for Living:** An employee assistance program designed to provide support for work and life.
 - **Accommodations:** If you need to request an accommodation, complete the Light Duty for Pregnancy and Postpartum form on myHR and inform your management team.
 - **Lactation needs:** Complete the Lactation Request form on myHR. Create a plan with your management team to support time away for pumping and identify the appropriate designated space.