

HAVING A BABY

THE BIRTH OF A NEW CHILD IS AN EXCITING TIME. MAKE THE MOST OF IT BY TAKING FULL ADVANTAGE OF REI'S COMPREHENSIVE BENEFIT PROGRAMS. HERE'S WHAT YOU NEED TO DO TO PREPARE

| WHEN | WHAT YOU NEED TO DO | KEY RESOURCES |
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| <p>Before the Event</p> | <ul style="list-style-type: none"> • Choose medical providers who meet your needs and those of your new baby. • Find out what is covered under your medical plan for pregnancy, childbirth and learn about support programs and resources by calling the REI Health Guide. • Notify your direct leader of your need to take time off and plan for transition of work. • Learn about your benefit coverage and any paid time during your leave by visiting the Leave of Absence Tool on Foryourbenefit-REI.com. • Contact REI Health Guide at least 30 days before your due date to initiate a leave of absence (allow up to two weeks for the medical review and approval process). • Initiate your leave and submit medical certification forms to REI Health Guide. | <ul style="list-style-type: none"> • REI Health Guide at 1-800-451-2967 • Foryourbenefit-REI.com > Tools > Leaves of Absence • Employee Assistance Program: www.mylifevalues.com <ul style="list-style-type: none"> ○ Username: REI ○ Password: EAP |
| <p>When your Baby Arrives</p> | <ul style="list-style-type: none"> • Confirm your actual leave start date with REI Health Guide (all leave requests are pending until the event occurs) and submit any required supporting documentation within 15 days to REI Health Guide. • Stay in touch with your direct leader and REI Health Guide regarding your status. • Use resources through our Employee Assistance Program for breastfeeding support and to help you manage your new life. • Enroll your child in your medical plan coverage within 30 days of your baby's birth by completing the Life Event Status Change and update your benefit elections. • Update your Life Insurance and Retirement Plan beneficiaries and your will. | <ul style="list-style-type: none"> • REI Health Guide at 1-800-451-2967 • Employee Service Center at 1-800-999-4734 or hrhr@rei.com • To enroll, complete the Life Event Change Form in Waypoint and then update your benefit elections at hr.rei.com <ul style="list-style-type: none"> ○ If prompted sign in with your username and password. ○ Navigate to Menu > Myself > Life Events • Schwab Retirement Services at 1-800-724-7526 or workplace.schwab.com |

Returning to Work

- Confirm your return-to-work date and any work limitations with REI Health Guide
 - Confirm your return-to-work date with your direct leader and discuss any need for modified work or schedule.
 - Contact REI's Employee Assistance Program for childcare options, advice on breastfeeding at work, and the transition back to work.
 - Update your financial investments and tax withholding.
- Your direct leader
 - REI Health Guide at 1-800-451-2967
 - Schwab Retirement Services at 1-800-724-7526 or workplace.schwab.com
 - Employee Assistance Program: www.mylifevalues.com
 - Username: REI
 - Password: EAP