

**RESOURCES FOR**

# Expecting Parents

*brought to you by*



**GE APPLIANCES**  
*a Haier company*



**WellWithin**  
Wellbeing for all



# Congratulations!

.....

We want you to get the most of your benefits during this important time. That's why we developed this interactive guide.

Learn about the processes and paperwork to apply for parental leave, find resources available during leave, and read tips for when you return to work. We've hyperlinked everything to truly make this resource a one-stop shop for expecting parents. On behalf of everyone at GE Appliances—congratulations!

Best wishes to new beginnings,

Rocki Rockingham  
*Chief Human Resources Officer*



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# getting ready

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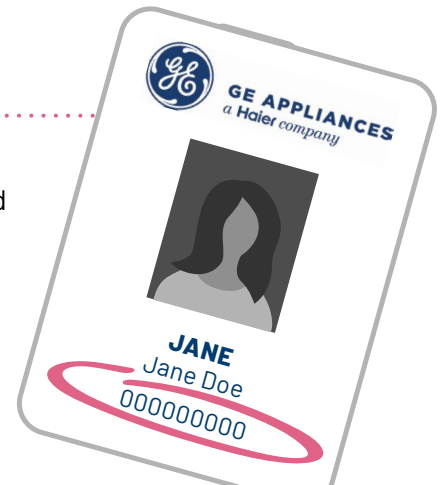
Understand Your Benefits



# Access Benefits with SSO and SSO Password

Knowing your SSO/ID password combination makes it easier to enroll in benefits and access your paystubs in Workday. If you forgot your password, reset it now.

Login requires multifactor authentication (MFA) via the Guardian app. Directions are available as you log in. Call **1-888 797-4470** if you need help with the login process.



**1** Go to [SSOPassword.GEAppliances.com](https://SSOPassword.GEAppliances.com)

A screenshot of the 'GEA PASSWORD PORTAL' homepage. The header says 'GEA PASSWORD PORTAL' and 'New Employee or SSO Not Registered? Click here.' Below this is a 'REGISTER' button. The main content area has four cards: 'RESET YOUR PASSWORD', 'FORGOT YOUR PASSWORD', 'FORGOT YOUR PASSWORD', and 'FORGOT YOUR PASSWORD'. The 'FORGOT YOUR PASSWORD' card is circled in red. At the bottom, there are two more cards: 'CREATE TEMPORARY PASSWORD' and 'EMERGENCY NOTIFICATION SYSTEM'.A screenshot of the 'FORGOT MY PASSWORD' form. It has a title 'FORGOT MY PASSWORD' and a subtitle 'New Employee or SSO Not Registered? Click here.' Below this is a 'REGISTER' button. The main content area has four cards: 'RESET YOUR PASSWORD', 'FORGOT YOUR PASSWORD', 'FORGOT YOUR PASSWORD', and 'FORGOT YOUR PASSWORD'. The 'FORGOT YOUR PASSWORD' card is circled in red. At the bottom, there are two more cards: 'CREATE TEMPORARY PASSWORD' and 'EMERGENCY NOTIFICATION SYSTEM'.

Input your SSO ID, which you can find on your employee badge. It's located under your picture. Check the box that verifies you are not a robot. Then, press **SUBMIT**.

**2** 2 options

**2a** Use birthday and SSN: Answer each question, and press **SUBMIT**.

A screenshot of the 'FORGOT MY PASSWORD' form. It has a title 'FORGOT MY PASSWORD' and a subtitle 'HOW WOULD YOU LIKE TO RESET YOUR PASSWORD?'. Below this are two tabs: 'Use Birthday and SSN' (selected) and 'Send Me an Email'. The 'ANSWER IDENTIFICATION QUESTIONS' section asks for 'Confirm your SSO', 'Birthday (mm/dd/yyyy)', and 'Last 4 digits of SSN'. There is a 'SUBMIT' button at the bottom.

You will be prompted to create a new password. Fill out each of the three fields. Check both **Network/Email** and **GE Appliances Web SSO**. Select **SUBMIT**.

A screenshot of the password reset form. It has a title 'You are changing user details for the account 000000000'. Below this are three fields: 'Confirm your SSO', 'New Password', and 'Confirm New Password'. There are checkboxes for 'Network/Email' and 'GEA Web SSO'. A 'SUBMIT' button is at the bottom.

Your password automatically updates within 10 minutes to 24 hours. Note: You do not have to check your email for your password to update.

**2b** Send me an email: Type your email address and select **Send Me an Email**. Follow emailed instructions.

A screenshot of the 'FORGOT MY PASSWORD' form. It has a title 'FORGOT MY PASSWORD' and a subtitle 'HOW WOULD YOU LIKE TO RESET YOUR PASSWORD?'. Below this are two tabs: 'Use Birthday and SSN' and 'Send Me an Email' (selected). The 'SEND ME AN EMAIL' section asks for an 'Email' address. There is a 'SEND EMAIL' button at the bottom.

# Checklists

Within the checklists, letters—A, B, C, etc.—let you know there’s more information to help check that item off the list. Look for the letters in **Benefits at a Glance, pages 7–8**. As you move down the checklist, quickly find phone numbers and details.



## Pre-pregnancy to 12 weeks

### PRE-PREGNANCY

- ☐ Review your fertility benefits, including family formation. **A**
- ☐ Find an OB-GYN and set up a Meet & Greet. GE Appliances Health Plan participants: Use your Benefit Pro. **B**
- ☐ Once you’ve selected an OB-GYN, schedule an appointment to review:
  - Supplements
  - Nutrition, exercise and sleep
  - Your medical history
  - Your family genetic history

### 1 – 12-WEEKS OF PREGNANCY

- ☐ Begin monthly visits with OB-GYN.
- ☐ Review your parental benefits. **A**
- ☐ Review birthing options with your healthcare provider to decide what is best for you.
- ☐ Schedule childbirth classes.
- ☐ Add your child to childcare facility waiting lists. Some wait lists average eight months.
- ☐ Learn about maternity programs available through insurance. GE Appliances health plan participants: Explore Building Healthy Families. **C**
- ☐ Join the GE Appliances Working Parents Group: See **page 22** for sign-up information.

# Checklists

## Preparing for your leave of absence

### WITHIN 3 MONTHS OF YOUR EXPECTED DELIVERY DATE

- ☐ Inform your direct supervisor (your manager) and your Human Resources Manager (HRM).
- ☐ Call Sedgwick to activate STD. **E**
  - ☐ Financially plan for the delay in your first STD payment.
- ☐ Find a pediatrician and schedule a Meet & Greet. GE Appliances health plan participants: Use Benefit Pro to help! **B**
- ☐ Ask your doctor to write a prescription for a breast pump. **D**
  - ☐ Take your prescription to an in-network, durable medical equipment facility. They will ship a breast pump to you.

### 30 DAYS IN ADVANCE OF YOUR EXPECTED DELIVERY DATE

- ☐ Ask your spouse/partner to check parental leave benefits through their employer.
- ☐ Consider nesting provision. **F**
- ☐ PPL must be submitted and approved. **G**
- ☐ If you plan to continue breastfeeding when you return from leave, contact your HR representative to schedule a tour of onsite lactation rooms.

## Your leave of absence

### DAY 1-60 OF YOUR LEAVE

- ☐ Prior to discharge from the hospital, ask for the forms to apply for a government-issued birth certificate for your child.
- ☐ Add your baby to your health plan. **H**
- ☐ Update your W4 with your new dependent on **Workday**. **I**
- ☐ Review beneficiaries for life insurance and 401k on [benefits.geappliances.com/netbenefits.com](https://benefits.geappliances.com/netbenefits.com).

### WHEN YOU KNOW YOUR RETURN-TO-WORK DATE

- ☐ Production employees: Call Sedgwick at 1-844-253-7103, OPTION 1.
- ☐ Salaried employees: Notify your manager and HRM.

### FIRST YEAR OF YOUR BABY'S LIFE

- ☐ Consider using any remaining FMLA for Baby Bonding. **F**

**Leave of Absence**  
**Glossary**

**STD**  
Short-term disability

**FMLA**  
Family and Medical  
Leave Act

**PPL**  
Paid Parental Leave

# Benefits at a Glance

## A GE Appliances Health Plan Benefits

[benefits.geappliances.com](https://benefits.geappliances.com)

Once you log in, select the **Benefits Information** tile.

**1-833-885-5655**

### FERTILITY TREATMENT

Your GE Appliances health plan covers IVF, GIFT, and ZIFT as well as egg donation. Look under **Medical Leave** for more details.

### FAMILY FORMATION

#### Surrogacy

If you're a surrogate, the health plan covers surrogacy pregnancy. If you're a parent using a surrogate, the surrogate is not covered under the health plan.

#### Adoption

Under Family Formations, there is adoption assistance which provides reimbursement for up to \$15,000 of eligible adoption-related expenses to eligible employees. The Program covers domestic and international legal adoptions of children under the age of 18, including step-children, foster children and relatives.

## B Alight Benefit Pro

Receive one-on-one guidance to help navigate your employment benefits. Benefit Pro is like your personal benefits advisor.

**833-885-5655**

[geappliances.benefitpro@alight.com](mailto:geappliances.benefitpro@alight.com)  
[benefits.geappliances.com](https://benefits.geappliances.com)

## C Anthem's Building Healthy Families

Help your family grow strong, whether you are trying to conceive, expecting a child, or in the thick of raising young children—at no extra cost to you.

Building Healthy Families offers personalized digital support on [Anthem.com](https://Anthem.com).

- Live health coaches: e.g. connect with a maternity nurse and lactation support
- Health trackers
- Personalized content

## D Breast Pump

GE Appliances insurance covers the cost of one free breast pump per year per pregnancy.

*This benefit is not applicable for hospital-grade pumps.*

## E Short-term Disability (STD): 6–8 weeks

**Sedgwick**, GE Appliances' Health Leaves Administrator  
**844-253-7103**

Sedgwick provides and reviews the forms you need to apply for STD. It will also text status updates.

STD paychecks will vary between 60–100% of your standard pay depending on your employment classification. Expect a seven-day delay for your first STD payment.

## F Family Medical Leave Act (FMLA): 12 weeks

**FMLA: 12-week unpaid leave that runs at the same time as your STD (can vary by state).**

Mothers and fathers qualify for FMLA if they have:

- 1 year of employment at GE Appliances
- 1,250+ hours of work

Communicate with your manager/supervisor about any FMLA time off you intend to take.

### NESTING: UP TO 14 DAYS PRIOR TO DUE DATE

**(Mothers only)** Pregnancy has a "nesting provision."

You can begin leave up to 14 days prior to the expected delivery date without proof of the inability to perform your job. Any time taken for nesting counts toward your FMLA.

### BABY BONDING

Under FMLA, an eligible parent of either sex is entitled up to 12 weeks of unpaid leave to care for a newborn child, a newly adopted child, or a child under 18 who has been placed in the home for foster care. The leave may be used at any time but must conclude by the child's first birthday or within one year after placement.

Contact Sedgwick for details: **844-253-7103**

**Baby bonding must be reported 30 days in advance.**



# Benefits at a Glance

## G Paid Parental Leave (PPL): 2–12 weeks

You may qualify for 2–12 weeks PPL depending on your employment classification (e.g., production, salaried). Sedgwick will help you with the application since the time generally runs concurrent with FMLA. Reach out to your HRM or visit [benefits.geappliances.com](https://benefits.geappliances.com). Select **Benefits Information**. Scroll to the **Other** category where **Paid Parental Leave** is located.

## H Add Your Baby to Your Health Plan\*

### ONLINE

[benefits.geappliances.com](https://benefits.geappliances.com)

Select **Have you had a life event?**

Select **Birth or Adoption**. Complete the online form.

### PHONE

GE Appliances Pay & Benefits Center  
**833-885-5655**

*\*You will need your baby's government-issued birth certificate to complete your life event.*

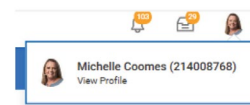
## I Workday: View and Update Your Tax Elections

[benefits.geappliances.com](https://benefits.geappliances.com)



Please see the job aid titled, "Update Federal and/or State Tax Elections" for instructions on how to update your tax elections.

1. Click  
**View Profile**

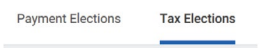
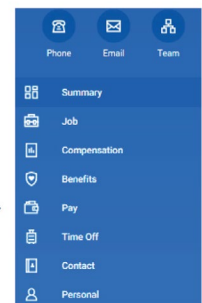


2. Click **Pay**



3. Click **Tax Elections**

Your current tax elections will display, broken out by federal, state, and local withholdings.



## Loss of a Baby: Miscarriage or Stillborn

We're here to support you in these very difficult circumstances. Your HRM and Sedgwick consultants can guide you on benefits or resources available such as bereavement or disability pay.

[See page 11](#) for mental health resources.

## Disability Diagnosis

If your child is diagnosed with a disability, contact your Employee Assistance Program. Learn about relevant medical research, specialists, community resources and other support. If applicable, contact Anthem's Health Guide for referral to Autism Spectrum Disorder (ASD) services. This service offers family support, information on navigating appropriate care, and making the most of your benefits.

## My Medical Ally™

If you or your baby receive an unexpected diagnosis, find a national expert for a no-cost clinical second opinion.

My Medical Ally's expert team of nurses and physicians will support you with diagnosis and treatment questions.



# Reduce Your Risk Factors

## Virta

If your doctor has recommended you manage type 2 diabetes or weight loss, try Virta. Virta reverses type 2 diabetes and prediabetes without the risks or side effects of medications or surgery.

It also helps those with a body mass index (BMI) of 30 or greater lose weight in a safe and sustainable manner.

[Learn more and get started today.](#)



## Pelago

If you'd like help with alcohol, drug or tobacco use during pregnancy or if you just want to cut back because your family is expecting, Pelago can help. This program helps people reevaluate their drinking, smoking, vaping or opioid misuse habits, and live a healthier life.

[Learn more and get started today.](#)

**Pelago**





.....

while you're  
on leave

.....

# Baby Blues

Often the symptoms of “baby blues” will hit forcefully within the first few days after the birth of your baby.

## Causes

The exact cause of “baby blues” is unknown. It is thought to be related to the hormone changes that occur during pregnancy and after a baby is born.

Also, there’s an adjustment after having a baby. Lack of sleep, a new routine and emotions from parenting can all contribute.

## Symptoms

- Weepiness or crying for no apparent reason
- Impatience
- Irritability
- Restlessness
- Anxiety
- Fatigue
- Insomnia
- Sadness
- Mood changes
- Poor concentration





## You are not alone: mental health resources

### SUPPORT AT HOME

LiveHealth Online  
Psychology and Psychiatry  
virtual visits:

[LiveHealthOnline.com](https://livehealthonline.com)

*Use your insurance  
subscriber number  
to register*

Download the app:  

Connect from the comfort  
of your home with a  
psychologist/therapist or  
psychiatrist at no extra  
cost to you. Available  
7 days a week.

### ANTHEM BEHAVIORAL HEALTH

**855-873-4932**

[anthemeap.com](https://anthemeap.com)

Company code:

**GEAppliances**

Available at no cost to all  
GE Appliances employees.

### ONSITE MENTAL HEALTH COUNSELOR

**Appliance Park**

**502-452-0777**

[careatc.com/appliancepark](https://careatc.com/appliancepark)

**Roper**

**706-638-3559**

[careatc.com/roper](https://careatc.com/roper)

**Decatur**

Eagle Counseling

**256-341-0811**

[Schedule an appointment](#)

### SUICIDE HOTLINE

**#988**

If you or anyone you  
know is contemplating  
suicide, please call  
for help.



# Postpartum Depression

Postpartum depression is a mood disorder that can affect women after childbirth. Mothers with postpartum depression experience feelings of extreme sadness, anxiety, and exhaustion that may make it difficult to complete daily care activities for themselves or their baby.

## Causes

After childbirth, the levels of hormones in a woman's body fluctuate. This can result in changes in the brain that lead to depression. Also, constant sleep deprivation can cause physical discomfort and exhaustion, which contribute to the symptoms of postpartum depression.

## Symptoms



- Feeling sad, hopeless, empty or overwhelmed
- No appetite
- Fatigue or lack of energy
- Panic attacks or anxiety
- Lack of pleasure or interest in activities
- Feeling withdrawn or disconnected
- Feelings of worthlessness or guilt
- Oversleeping or not able to sleep
- Feeling moody, irritable or restless
- Suffering from physical aches and pains, including frequent headaches, stomach problems and muscle pain
- Having trouble bonding or forming an emotional attachment with your baby
- Unable to care for yourself or baby
- Afraid to be alone with your baby

## You are not alone: mental health resources

### SUPPORT AT HOME

LiveHealth Online  
Psychology and Psychiatry  
virtual visits:

LiveHealthOnline.com  
*Use your insurance  
subscriber number  
to register*

Download the app:  

Connect from the comfort of your home with a psychologist/therapist or psychiatrist at no extra cost to you. Available 7 days a week.

### ANTHEM BEHAVIORAL HEALTH

**855-873-4932**

[anthemeap.com](https://anthemeap.com)

Company code:

**GEAppliances**

Available at no cost to all  
GE Appliances employees.

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**Roper**

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**Decatur**

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**256-341-0811**

[Schedule an appointment](#)

### SUICIDE HOTLINE

**#988**

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# Supporting Fathers



Postpartum depression can affect dads, too. Here's what you need to know.

## Key takeaways:

- Postpartum depression (PPD) can affect any parent before or after the birth of a new baby. Men and fathers can have it, too.
- Symptoms of male PPD include lack of interest, difficulty bonding with the child, changes in sleep and appetite, and difficulty concentrating. Symptoms may not start until several months after birth.
- For men, the greatest risk factor for developing PPD is having a partner with PPD. Fathers are 2.5 times more likely to develop depression if their partners are also living with depression.

While health professionals educate moms on what to expect during the transition to motherhood, the transition to fatherhood is primarily addressed in the context of supporting the mother and baby—if it is at all.

Many don't even know that men can experience pre- and postpartum depression and anxiety—around one in 10 fathers experience Paternal Postpartum Depression (PPPD) and up to 16% deal with an anxiety disorder during the weeks before and after birth.

## What you can do:

- Introduce yourself to other dads.
- Join the Working Parents group at GE Appliances. There also may be local groups that meet in person, or you can look online.
- Initiate a bond with skin-to-skin contact. Let your baby snuggle against your bare chest and feel your heartbeat.
- Speak to the baby in the womb and continue to talk, read, or sing to them.
- Make alone time for you and the baby—bath time, bottle feed if mom isn't exclusively breastfeeding, or wear the baby in a carrier while doing light tasks around the house.
- Talk to your partner about things other than the baby and parenthood.
- Make time to do the things you love and encourage your partner to do the same.

Life transitions are difficult for our brains to process. Feeling overwhelmed with all the change you're experiencing in early fatherhood is completely normal.

However, if these emotions have you feeling unable to function, seek help. [See page 12](#) for details on how to connect with a mental health provider.

# Breastfeeding: Common Concerns

Many moms face temporary issues such as plugged ducts, breast infections, and thrush. While challenging, they are often temporary and you can take steps to get better.

## Low Milk Supply

Many moms worry about low milk supply, even though most make exactly what baby needs. There are ways to tell if your baby is getting enough milk. If you aren't making enough, you can build your supply.

### AM I MAKING ENOUGH MILK?

- Keep track of wet and dirty diapers.
- You can hear or see your baby swallowing.
- Your baby seems happy after feedings, with relaxed hands and feet.
- Your baby is growing and gaining weight.

### Things you should NOT worry about:

- How your breasts feel. Your breasts will feel softer and less full as your milk supply adjusts to your baby's needs. This does not mean you have low supply.
- If your baby nurses for shorter periods of time, such as only 5 minutes on each breast.
- If your baby's feeds are bunched together. This is called cluster feeding and happens when your baby starts nursing more often and for longer. This can happen in the evenings or because of growth spurts.
- Not getting much milk when you express. Your baby is much more effective than a pump or hand expression at getting out milk.

## INCREASING YOUR MILK SUPPLY

- Breastfeed every time your baby is hungry. In the early weeks, your baby will eat 8-12 times every 24 hours. It's best not to put your baby on a strict feeding schedule. Follow your baby's cues, and let your baby tell you when it's time to eat.
- Make sure your baby is latching well.
- Offer both breasts at each feeding. Let your baby finish the first side, then offer the other side.
- Empty your breasts at each feeding. Hand express or pump after a feeding to draw out all the milk and signal your body to make more.
- Avoid bottles and pacifiers in the early weeks. Feed your baby from your breast whenever you can.

*Continues on next page*



## Find lactation support\*

### ANTHEM'S BUILDING HEALTHY FAMILIES

This program offers personalized digital support on [Anthem.com](https://www.anthem.com) including live health coaches and lactation support.

### LIVEHEALTH ONLINE LACTATION CONSULTATION

[Schedule an appointment](#) with a lactation specialist using your smartphone, tablet or computer.

\*Benefits available for employees and their families on the GE Appliances Health Plan.



# Breastfeeding: Common Concerns

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- Get plenty of sleep, and eat a healthy diet.
- Pump or express your milk. Pumping or expressing milk frequently between nursing sessions, and consistently when you're away from your baby, can help build your milk supply.
- Relax and massage. Relax, hold your baby skin-to-skin, and massage your breasts before feeding to encourage your milk to let down.
- Get plenty of rest, eat well, drink enough fluids, and let others help you.

## Plugged Duct

Plugged ducts, a common concern in breastfeeding moms, feels like a tender, sore lump or knot in the breast. It happens when a milk duct does not drain properly. Pressure builds up behind the plugged duct, and the tissue around it gets irritated. This usually happens in one breast at a time.

### Causes:

- Severe engorgement,
- Regularly breastfeeding on only one breast,
- Skipping feedings or not feeding as often as usual, or
- Pressure against the milk ducts. A diaper bag strap or car seat belt pressing across your chest can cause it. So can wearing a bra that is too tight.

### Relief:

- Take a hot shower or apply warm, moist cloths over the plugged duct and the rest of your breast.
- Massage your breast from the plugged duct down to the nipple before and during breastfeeding.
- Breastfeed frequently and use different positions.
- Empty the affected breast first.
- Wear a well-fitting, supportive bra that is not too tight. Consider trying a bra without an underwire.

Rely on others to help you get extra sleep or relax. This will speed healing. Sometimes a plugged duct is a sign that you are doing too much.

## Breast Infection (Mastitis)

Mastitis may feel sore like a plugged duct. It may happen when you're stressed or have changes in your usual routine. It is not always easy to tell the difference between a breast infection and a plugged duct. They have similar symptoms, and both can get better within a day or two.

But the mastitis may also include other signs, like these:

- Flu-like symptoms including fever, chills, body aches, nausea, vomiting, or fatigue.
- Yellowish discharge from the nipple that looks like colostrum.
- Breasts that feel tender, warm, or hot to the touch and appear pink or red.
- If you have any signs of mastitis, or if you do not feel better within 24 hours of trying the tips for relief, contact your doctor.
- The same tips for plugged ducts may help with mastitis. Your doctor may also prescribe antibiotics.

## Thrush

Thrush is a fungal infection that forms on the nipples or in the breast. This infection is also sometimes called a yeast infection.

### Signs:

- Sore nipples that last more than a few days, even after your baby has a good latch.
- Sore nipples after several weeks of pain-free breastfeeding.
- Pink, flaky, shiny, itchy, cracked, or blistered nipples.
- Achy breasts or shooting pains deep in the breast during or after feedings.
- White spots on inside of baby's cheeks, tongue, or gums.

If you have concerns, call both your doctor and your baby's doctor. You both can be correctly diagnosed and treated at the same time. This will help keep you from passing the infection back and forth.



# Breastfeeding: Pumping and Storing Your Milk

## Pumping

When you can't directly breastfeed, use a pump when your baby would normally nurse. This keeps up your milk supply.

There are three ways to pump: hand express, manual pump and electric breast pump. Most moms prefer an electric breast pump. It pumps both breasts at once and generally collects more milk in a shorter amount of time.

Your GE Appliances health plan covers the cost of one breast pump!

## Learn How

**Get familiar with your pump before the baby is born.**

**Learn about lactation.** Building Healthy Families offers prenatal lactation resources. **B**

**Bring your pump to the hospital.** The lactation consultant there can help you.

## Storing and Labeling

Keep breast milk in a refrigerator or a cooler with ice packs. Record the number of ounces and the date on the container. If sharing a refrigerator at work, include your name as well.

## Tips

- Wash your hands with soap and water
- Relax
- Massage your breasts
- Gently rub your nipples
- Visualize the milk flowing down
- Think about your baby
- Look at a photo of your baby



## Guidelines for storing breast milk<sup>1</sup>

### FRESHLY EXPRESSED OR PUMPED

**Countertop** (77°F or colder)

Safe for up to **4 hours**

**Refrigerator** (40°F)

Safe for up to **4 days**

**Freezer** (0°F or colder)

Best within **6 months**,  
up to 12 months is acceptable

### THAWED, PREVIOUSLY FROZEN

**Countertop** (77°F or colder)

Safe for **1-2 hours**

**Refrigerator** (40°F)

Safe for up to **1 day**

**NEVER refreeze human milk after it has been thawed**

### LEFTOVER FROM A FEEDING

(baby didn't finish the bottle)

Use within **2 hours** after the baby is finished feeding

1. Proper Milk Storage and Preparation of Breast Milk, cdc.gov, accessed on 09/8/2023.

# Bottle-feeding: 8 Steps to a Great Experience



Breastfeeding isn't the only way to nourish and bond with your baby. For moms who can't or choose not to breastfeed, here are tips that make bottle-feeding more than pouring liquid into a bottle.

## 1. Keep it personal.

Just as with breastfeeding and bonding, bottle-feeding can provide your little one with warmth, comfort, eye contact, skin contact, your scent, your conversation—the very basics of bonding. So talk, croon, cuddle, and enjoy your quiet time together.

## 2. Set the scene.

Pick a quiet, comfortable spot where neither of you will be distracted. Holding your baby in a semi-upright position makes swallowing easier. To cradle your baby most easily in this position, place a pillow on your lap.

## 3. Measure every time you fill a bottle.

Whether you're using ready-to-pour, liquid concentrate, or powdered formula, follow the instructions for preparation based on the amount you want to serve. If you're not precise, you can upset your baby's digestive system or cause your baby to miss out on optimal nutrient intake.

For powder, pour water into your baby's bottle, add powder, cap bottle and shake well. Mix one bottle at a time.

Please refer to your product packaging for the most accurate mixing information. If using tap water, make sure to check with your city's water company to ensure that there is no lead contamination or other impurities that could affect your baby's health.

## 4. Skip the microwave.

Many babies are fine drinking formula at room temperature or even from bottles that have been premade and stored in the fridge. It's perfectly nutritious. If you want to warm

a bottle, however, you can immerse it in a pot of warm water until lukewarm. Heating it in the microwave can create uneven hot spots that can burn your baby's mouth. Check the temperature of warmed formula on your wrist.

## 5. Take burp breaks.

All babies tend to need burping after they eat. Because bottle-fed babies usually take in more air, it helps to pause for a burp every 2 to 3 ounces of formula.

## 6. Watch your baby's signals.

With formula, you know exactly how much is in the bottle and how much your baby is drinking. Nonetheless, these numbers matter less than your baby's response. Your baby will let you know by their behaviors when they're hungry (such as opening their mouth, sucking their hand, or squirming) and when they've had enough (such as releasing the nipple or falling asleep).

## 7. Consider a breast-bottle combo.

Many moms don't realize that feeding isn't necessarily an either-or (breast or bottle) choice. After a breast-feeding mom's milk supply is established, you may be able to supplement with occasional bottles of formula, handy for a babysitter or if you work and dislike pumping.

## 8. Know that others can help.

The beauty of bottle-feeding is that, even though it's a happy, natural bonding time for you and your baby, you can share the experience. Let your partner, parents, or other caregivers have the pleasure. This gives you time to rest.

# Finding the Right Bottle and Nipple



## Bottle

You will find baby bottles in many styles. Before you try one, or several, it helps to understand all your options.

### BABY BOTTLE SHAPES: STANDARD OR BENT

Standard baby bottles (straight; no bend) have been successfully used for years.

Bent baby bottles, and those with liners, are designed to reduce the swallowing of air and cut down on gas and fussiness.

Baby bottles with disposable liners are easy to clean, but the liner refills can be costly.

### BABY BOTTLE MATERIALS: GLASS OR PLASTIC

Glass baby bottles are sturdy but heavy, and can shatter when dropped. Plastic baby bottles are lightweight and shatterproof. If you choose plastic, look for bottles labeled BPA-free.

### BABY BOTTLE SIZES: SMALL FOR NOW, LARGER FOR LATER

Smaller bottles (4 ounces or less) are good when your baby is small. As your baby grows, replace them with larger ones (Hint: Make sure the bigger bottles will fit into your current diaper bag).



## Nipple

Nipple shapes, sizes, and flow speed need to match your baby's sucking style and/or age. Experiment to find the right nipple for your baby during each stage.

### BABY BOTTLE NIPPLE SIZES

The size of the hole determines how quickly or slowly the milk flows. If the hole is the wrong size, your baby may feed too quickly, too slowly, or swallow too much air.

**Size-one** nipples have a small hole, for babies from birth to age 6 months.

**Size-two, -three, and -four** nipples have a larger hole and are ideal for older babies.

Special nipples for **preemies** are also available.

The ideal bottle nipple allows a few drops of milk to drip out as soon as you turn the bottle upside down, and then the dripping should stop. If you think the milk is flowing too quickly for your baby, try a nipple with a smaller hole. If you think your baby is getting frustrated by sucking too hard, try a nipple with a larger hole.

### BABY BOTTLE NIPPLE MATERIALS

#### Latex:

- Softer
- Can hold the odor of milk
- Tends to wear out more quickly

#### Silicone:

- Sturdier
- Easier to clean
- Can last up to a year

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Selecting Your Bottle Nipple Level, Accessed on 12/9/19  
<https://www.drbrownsbaby.com/selecting-bottle-nipple-level>

All About Baby Bottles And Nipples, Access on 12/9/19  
<https://similac.com/baby-feeding/formula/bottles-nipples>

# Choosing the Right Formula

Formulas come in three forms: Ready-to-use, liquid concentrate and powdered.

## Ready-to-use

Ready-to-use formula is the most convenient. Just open and serve. Hospitals often give this kind to newborns. It's hygienic and helpful when you don't know whether you'll have access to safe water.

The convenience of ready-to-use formula comes at a price. It is about 20% more per ounce than powdered formula.

Once opened, ready-to-use formula must be used within 48 hours. Also, because liquid formula is often darker than powdered, many moms complain that it's more likely to stain clothes.

## Liquid Concentrate

Liquid concentrate formula requires mixing equal parts of water and formula. Compared to ready-to-use formula, concentrate is less expensive and takes up less storage space. Compared to powdered formula, it's a little easier to prepare but still more expensive.

## Powdered

Powdered formula is the least expensive and the most environmentally friendly option. It takes up the least amount of space in transport, in your pantry, and in your trash can.

Powdered formula takes more time to prepare than other types of formula, and you must follow the directions exactly. After opening, it has a shelf life of one month. As with liquid concentrate formula, you can mix up just the right amount needed. This is helpful if you're a breastfeeding mom who may only need a supplemental bottle here and there.

## Give it Time

There's a formula to suit every baby's needs. But it's best to stick with one type and resist the urge to switch, even if your baby seems like they're not digesting the formula well at first.

Common problems like spitting up, gas, and colic are usually unrelated to your baby's diet. Most of the time, these problems have to do with your baby's immature gastrointestinal tract, not what they are eating.

So try out a particular type of formula for at least a couple weeks. If after that your baby's still having trouble, talk to the pediatrician about switching.

Always wash  
your hands  
before preparing  
formula!

## Free resources!

[Enfamil.com](https://www.enfamil.com)

offers free samples & coupons

[Similac.com](https://www.similac.com)

offers free samples & coupons

[LifeMart](https://www.lifemart.com) (Access Code GEAPP)

Under "Family," there are offers for coupons and discounts on formula and childcare.

## Bottle-feeding questions?

Check out [Building Healthy Families](https://www.buildinghealthyfamilies.org). It offers a wide range of resources.



# Taking Care of Yourself

## Manage Stress

Having a new baby can be stressful. Stress can cause trouble sleeping, stomach problems, headaches and mental health conditions. Try the following:

- **SLEEP** Try to sleep when the baby sleeps.
- **RELAX** Find a quiet, comfortable place to breastfeed, bottle-feed or pump.
- **SURROUND YOURSELF WITH SUPPORT** Let family and friends help you.
- **GET MOVING** Physical activity improves your mood.
- **GET PROFESSIONAL HELP** A therapist can help you work through stress and find better ways to deal with the problems.

## Drink water

Drink plenty of fluids to stay hydrated. To gauge dehydration, check your urine in the morning. If it is a dark yellow (apple juice color), you are dehydrated. Limit drinks with added sugars, such as sodas or fruit drinks, and daily caffeine. If you are breastfeeding, too much caffeine can cause the baby to be fussy or not sleep well.

**Stay Hydrated** Drink a glass of water every time you breastfeed, bottle-feed or pump.





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returning to work

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# Welcome Back

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We understand that returning to work after parental leave can be a balancing act. Here are five ways to ease into your new routine:

## 1. Hash out logistics.

Brainstorm how morning and evenings will look and come up with a starter plan. Adjust your plan when needed.

## 2. Locate the lactation room closest to where you work.

Visit the ABC menu on Connect. Look for **Lactation Rooms** under “L” or **Nursing Mothers** under “N.”

## 3. Do a childcare trial run.

Before you return to work, try out your plan and drop off the baby. Take a couple hours for yourself and make any adjustments before the big day.

## 4. Start back midweek.

Starting on a Thursday will feel easier than starting a five-day workweek.

## 5. Join the Working Parents Group

Share experiences, concerns and advice.

**[Send a quick email to join](#)** Today's Families' Working Parents at GE Appliances.



# Pumping at Work

You should feel comfortable and confident to take the time to pump at work. Set up time with your HRM and manager/supervisor upon your return to work to discuss.

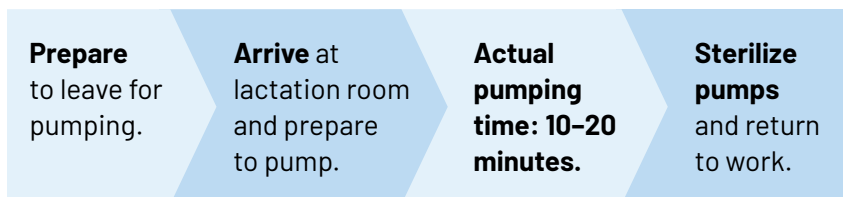
## Prepare

Returning to work gets a little easier when you put some planning around it. Talk to your supervisor about your schedule and what adjustments might need to be made. Practice using your breast pump before returning to work. Getting comfortable with your pump will help you relax while pumping at work.

## Pumping

While at work, try to match your pumping schedule to times you'd normally feed your baby—about two to three times during a typical, eight-hour work day.

**Pumping milk can take between 30 and 45 minutes:**



**TIP:** Label your milk with your name if you need to share a refrigerator.

**See page 16** for more information on pumping and milk storage.



## FAQs

### AM I ONLY ALLOWED TO PUMP DURING MY LUNCH BREAK?

No, you can pump at other times. Most working mothers pump two to three times during an eight-hour day.

### I'M A PRODUCTION EMPLOYEE. WHAT ARE MY OPTIONS FOR PUMPING?

Through the Affordable Care Act, an employer is required to provide reasonable break time for an hourly-waged (non-exempt) employee to express breast milk. **GE Appliances provides two 45-minute paid breaks to pump.** Any additional time needed will be unpaid. Work with your supervisor once you determine a pumping schedule.

*\*If you experience issues with your manager/supervisor regarding your pumping schedule, please contact your HRM or the WellWithin team.*



# Pumping at Work

## Milk Stork

If you are going to be away from home for two or more nights because of business travel or relocation, GE Appliances provides reimbursement for shipping breast milk via Milk Stork.

### FIND THE SERVICE THAT IS RIGHT FOR YOU.

1. Go to [milkstork.com](https://milkstork.com)
2. Select the desired service and add it to your cart.\*
3. Select **Checkout**
4. The first time you use Milk Stork, create a personal account with a 10-digit password, then follow the prompts.

### REQUEST REIMBURSEMENT:

1. Go to [Workday](#) and click on the **Reimbursements App**
2. Launch the Reimbursement Questionnaire and answer a few quick questions
3. Upload your receipt and hit **Submit**
4. You will be reimbursed on your paycheck in 1-2 pay cycles

"Milk Stork was helpful while traveling. It was easy and removed a huge anxiety in the brain of a mom traveling away from their infant for the first time. Definitely recommend."

**ALISA STOOPS**  
*Principal Program Manager,  
Clothes Care*

\*The following services are not included: Virtual Lactation Consultations, Breast Milk Nutritional Analysis Kit, and The Stash Surrogacy Bundle.



**milkstork®**

### Questions?

**510-356-0221**

Monday–Friday: 8 a.m.–5 p.m. PT  
Saturday: 8 a.m.–2 p.m. PT

or visit

[support.milkstork.com](https://support.milkstork.com)

## Tips & Details

- GE Appliances does not have a contract with Milk Stork. We reimburse you for the cost of using Milk Stork while on extended travel for GE Appliances.
- Before you place your Milk Stork order, call the hotel to confirm their shipping address and confirm there will be a refrigerator in your room. Let them know you'll be using Milk Stork.
- Upon arrival, ask if FedEx picks up at your hotel. If they don't, allow time to take your box to a FedEx location.  
[FedEx locations and pickup times](#)
- Consider the impact of shipping delays due to adverse weather. Call Milk Stork to discuss a workaround.

# CareATC Wellness Center

Stay healthy and identify any potential health risks.  
Schedule a wellness exam.

Being a new parent often means your priorities shift—but that doesn't mean your health should take a back seat. Taking care of yourself helps your whole family. CareATC can also take care of acute issues like earaches, sprains, and cold/flu as well as manage chronic conditions like diabetes, heart disease and high blood pressure. Anything a primary care doctor handles, CareATC can do the same.

**Outside of primary care, the CareATC Wellness Center also offers:**

- Lab work
- Health coaching by our registered dietitian
- EAP and behavioral health therapy
- Virtual physical therapy
- 24/7/365 telemedicine services
- Onsite medication dispensing and refills for acute and chronic illness

Register on CareATC's patient portal and make an appointment today.

**APPLIANCE PARK**  
**AP4-100B Medical Center**

Monday: 5:30 a.m. – 4 p.m.  
Tuesday: 7 a.m. – 5 p.m.  
Wednesday: 5:30 a.m. – 4 p.m.  
Thursday: 7 a.m. – 5 p.m.  
Friday: 8 a.m. – 3 p.m.

[careatc.com/appliancepark](https://careatc.com/appliancepark)\*  
**502-452-0777**

**ROPER**  
**1507 Broomtown Rd.**

Monday – Friday: 7 a.m. – 5 p.m.  
Every other Saturday: 8 a.m. – 1 p.m.

[careatc.com/roper](https://careatc.com/roper)\*  
**706.638.3559**

\*If you have not registered for the Patient Portal, visit [careatc.com/appliancepark](https://careatc.com/appliancepark) to activate your account.



**SCHEDULE**  
appointments

**CHAT**  
with a healthcare provider

**REVIEW**  
your labs

and a LOT more!

# Fitness

## Post pregnancy exercises

*Check with your doctor before beginning any exercise program.*

Exercise after pregnancy can help you feel your best. It promotes weight loss, improves fitness, strengthens muscles and boosts energy. It also has other benefits, too. Exercise relieves stress, promotes sleep and reduces symptoms of postpartum depressions.<sup>2</sup> Here are a couple exercises to get you started!



## THE Y@WORK

The **Y@Work** can help moms and dads get back into shape. You'll get a personalized exercise plan.

**AP4, behind the Medical Center**  
**502-452-0999**

### TIPS FOR POSTPARTUM MOMS

- Pump or nurse before exercising
- Stay hydrated
- Wear a supportive bra
- Ease back into your exercise routine

## Join a gym and get reimbursed!

Save on a variety on gym memberships, fitness classes and weight loss programs with reimbursements from GE Appliances.

You'll get 50% back of whatever you paid for a gym membership, streaming fitness membership, a series of fitness classes, or weight loss programs, up to \$300 a year.

**[Look into GE Appliances' fitness reimbursement benefit.](#)**

2. "Labor and delivery, postpartum care." mayoclinic.org. Accessed on 9/11/23.

# "We're in this with you!"

– GE Appliances Working Parents Group

Before I went on leave, I was shown how to navigate the lactation rooms and received a lot of help on finding a daycare.

**TINA GEORGE**

I have friends that have kids and work outside the home, but there is something different about being a GE Appliances working mom. Knowing I have a group here to connect and share common experiences with is a huge help!

**ALISON SEWARD**

Using the Working Parents group for initial recommendations on the many things (swim lessons, doctors, dentist, etc.) you need with kids has been fantastic!

**ANONYMOUS**

