

Paid Parental Leave Procedures and Examples

1. **Application Requirements:** An eligible employee who requests parental leave must apply by completing a Paid Parental Leave Request Form. The form is available on the Human Resources website. To apply for leave, the employee must provide appropriate notice and documentation:
 - a. For leave that is **foreseeable** based on the expected care of a newborn child, adoption, or placement of a child for adoption or foster care, the eligible employee must apply in advance and give a 30-day notice, unless such notice period is not practicable.
 - b. For leave that is **unforeseeable**, the eligible employee must provide such notice as is practical, which means following the department's usual and customary notice call-in procedures for reporting an absence, unless unusual circumstances exist. If the department does not have call-in procedures, the leave should be reported as soon as possible and practical **within two business days**, unless unusual circumstances exist.
2. If an eligible employee plans to request Paid Parental Leave and is otherwise eligible to request other leave(s) under an existing applicable policy (i.e., Family and Medical Leave, Pregnancy Recovery Leave, and/or Faculty Maternity Leave), then Human Resources will verify that the employee has requested and been approved for the other corresponding leave prior to parental leave approval:
 - a. Family and Medical Leave (FMLA) entitles eligible UA employees to take **unpaid, job-protected leave** for specified family and medical reasons with continuation of applicable insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to twelve (12) work weeks of unpaid leave in a rolling 12-month period for certain qualifying reasons, including: recovery from childbirth (e.g., employee's serious health condition) and bonding with the employee's newborn child, adopted child, or after placement of a child with the employee for adoption or foster care.
 - b. Regular, full-time and part-time **staff employees** who are not eligible for leave under FMLA, may still be eligible for up to eight continuous weeks of **unpaid Pregnancy Recovery Leave (PRL)** from a childbirth, false pregnancy, miscarriage, or other pregnancy-related medical event. Only employees who require leave from work for a medical reason related to recovery from their own pregnancy-related event are eligible.
 - c. **Faculty employees** who are tenured or probationary or who have been in a renewable contract status for at least one year at the time the leave begins are eligible for eight (8) weeks of paid maternity leave to allow for the recovery from pregnancy, miscarriage, abortion, childbirth, and from any resulting disabilities. Eligible faculty employees should consult the Faculty Handbook for additional information and procedures.
3. **Documentation Requirements:** The employee must provide appropriate documentation from the relevant healthcare provider/facility, court of legal jurisdiction, placement agency, etc. to establish the date of the qualifying event (e.g., date of birth, adoption, or placement for adoption or foster care). The documentation requirements outlined within the FMLA, PRL and/or other paid leave policies in the Faculty Handbook govern.

The documentation should be returned directly to the assigned HR Leave Administrator and/or HR Service Center (Box 870174, Human Resources Administration Building, Room 1001) within 15 business days of the requested leave start date, unless it is not practicable under the particular circumstances despite your diligent good faith efforts. Failure to provide requested documentation may result in a delay in the effective start date of parental leave and/or denial of parental leave.

4. Paid Parental Leave Request Forms will be processed within **10 business days**, unless unusual circumstances exist that cause unforeseen delays. An email confirmation with a final determination will be sent to the employee, supervisor, HR Business Partner and HR Liaison (if applicable).
 - a. If approved, the requested amount of parental leave hours, up to a maximum of four weeks (20 days/160 hours) will be added to the employee's **Parental Leave** bank in Banner.
 - b. The number of parental leave hours will be prorated based on full-time equivalency (FTE) for regular, part-time employees (e.g., 0.5 FTE will receive 10 days/80 hours of parental leave)
 - c. Any unused parental leave hours will be removed after 12 months immediately following the child's date of birth, date of adoption, or date of placement of a child for adoption or foster care.
5. **Impact on Short-Term Disability (STD):** Any employee with short-term disability insurance coverage may use STD for recovery from childbirth. In order to receive disability payments, the employee's disability must be approved by the vendor and the employee must be off work in an unpaid status (e.g., employee cannot receive on-the-job injury benefits, use accrued sick leave, or use parental leave hours while receiving short-term disability payments; using annual leave and compensatory time is permitted). Employees may use parental leave during the applicable short-term disability plan waiting period **before** weekly check payments start. **Leave requests for bonding with a newborn, adoption or foster care placement will not qualify as an approved disability.**
 - a. **FMLA Example:** Pregnant employee is enrolled in short-term disability option 1 with a 14-day waiting period and has been approved for 12 workweeks of leave under FMLA. After delivery, employee may request two (2) weeks parental leave beginning with date of birth, then begin receiving STD payments for remainder of 6–8-week recovery period. Employee may request to use remaining two (2) weeks of parental leave during bonding period, then return to work.
6. **Group Insurance and Qualifying Life Events:** Cases of a birth, adoption and/or placement of a child for adoption or foster care may also require making changes to benefit elections via BenefitFocus. An employee must complete and return the appropriate documentation in the BenefitFocus enrollment management system OR to the HR Service Center within 30 days of the event in order for changes to be effective immediately as of the date of the event. Failure to change elections and provide any necessary documentation within the specified timeframe will result in the employee having to wait until the next annual open enrollment period to make changes to their benefits. Changes may also be made within 30 days of any subsequent qualifying life event.

Employee Benefits during Paid Parental Leave

While Family and Medical Leave and Pregnancy Recovery Leave are unpaid leaves, employees may elect to use parental leave hours in addition to any available accrued sick, annual, or compensatory time. While the employee is on an approved leave and in a **paid status**, the University will maintain benefits, including medical insurance, as if the employee continued to be actively employed. As long as the employee is using paid parental leave, premiums for insurance will be deducted as usual from the employee's paycheck(s).

Supervisor's Responsibilities for Paid Parental Leave

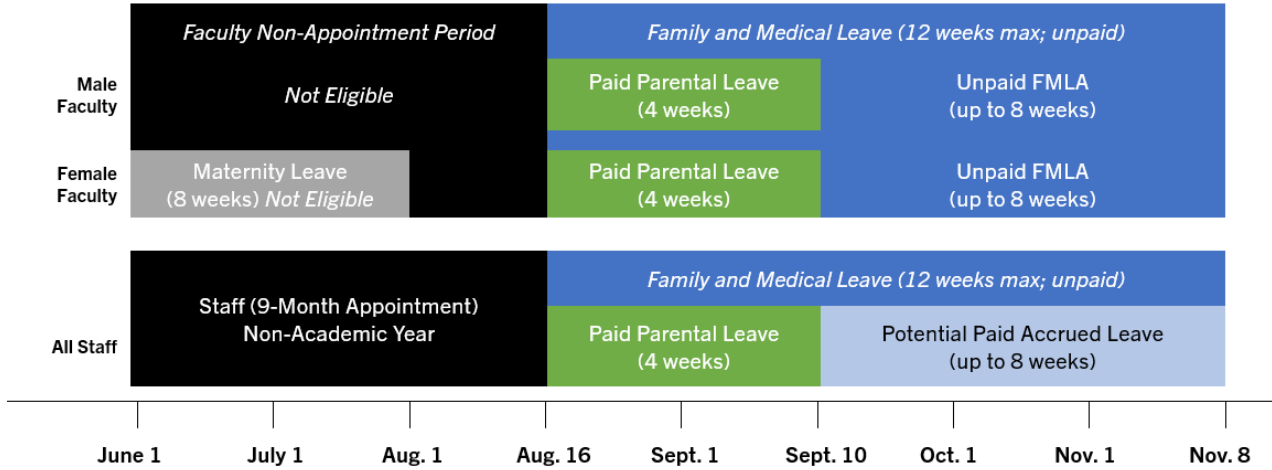
A supervisor may require an employee to maintain communications with the employer throughout their leave. In addition, a supervisor should remain informed of any changes in the circumstance(s) for which leave is being taken; therefore, it is important to establish clear requirements with the employee about how often to contact their supervisor and accurately report parental leave hours used:

- For exempt employees, the monthly leave report in Banner should accurately reflect "**FML-Parental Leave**" or "**Parental Leave**" hours recorded by the 7th day of the following month.
- For non-exempt employees, time records in WorkForce eTime should accurately reflect use of parental leave in the "COMMENTS" section and be recorded as **paid Administrative Leave**. Each comment should reflect "**FML-Parental**" or "**Parental Leave**":
 - **FML-Parental:** An employee who is on an approved FMLA and using paid parental leave should include the comment "FML-Parental" for each approved day.
 - **Parental Leave:** An employee who is on an approved non-FMLA leave (e.g., Pregnancy Recovery Leave) and using paid parental leave should include the comment "Parental Leave" for each approved day.

Paid Parental Leave Examples

Example #1: Birth of newborn child on June 1, 2022

All Faculty and Staff: 9-month employees are not eligible for any paid leave during the summer months, outside of their regular 9-month appointment/contract period. However, the employee may use 4 weeks parental leave beginning Aug. 16 to run concurrently with FMLA.

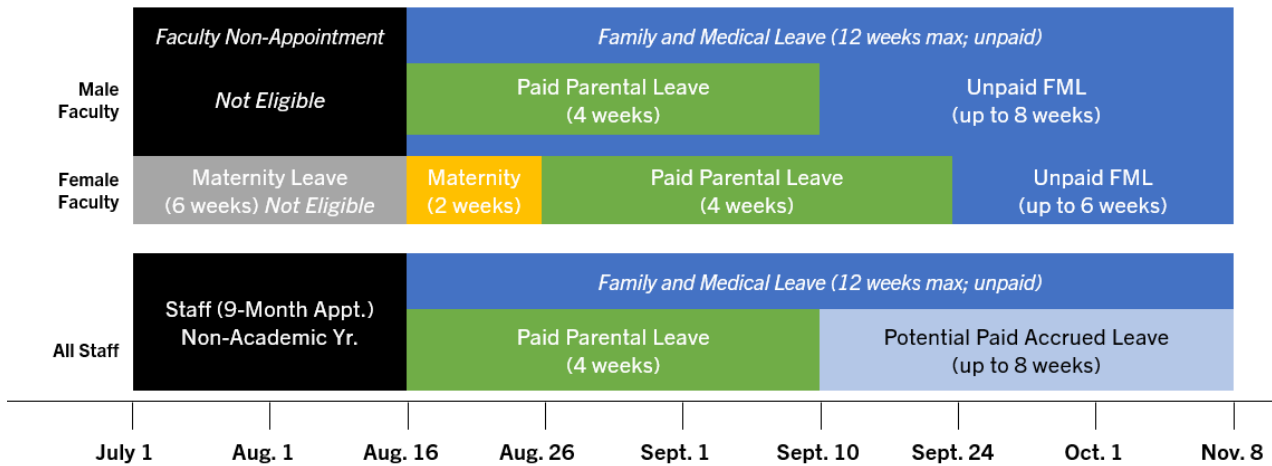


Example #2: Birth of newborn child on July 1, 2022

Male Faculty: Employee is not eligible for any paid leave policy during summer/non-appointment period but may use 4 weeks of parental leave starting Aug. 16 to run concurrently with FMLA.

Female Faculty: Employee may use 2 weeks of remaining paid maternity leave as of Aug. 16 plus 4 weeks of parental leave, for a total of 6 weeks paid leave to run concurrently with FMLA.

All Staff: Employee may use 4 weeks of parental leave beginning Aug. 16 to run concurrently with FMLA.

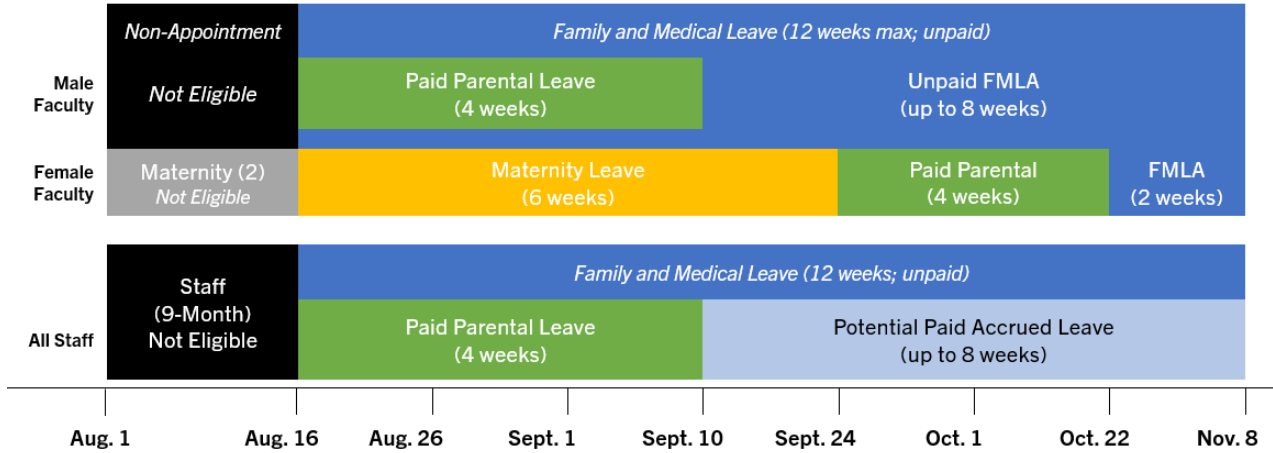


Example #3: Birth of newborn child on Aug. 1, 2022

Male Faculty: Employee is not eligible for any paid leave policy during summer/non-appointment period but may use 4 weeks parental leave starting Aug. 16 to run concurrently with FMLA.

Female Faculty: Employee may use 6 weeks of remaining paid maternity leave as of Aug. 16 plus 4 weeks of parental leave, for a total of 10 weeks paid leave to run concurrently with FMLA.

All Staff: Employee may use 4 weeks of parental leave beginning Aug. 16 to run concurrently with FMLA.



Example #4: Birth of newborn child on Dec. 1, 2022

Male Faculty: Employee may use 3 weeks parental leave before holiday, then remaining 1 week of parental leave after holiday for a total of 4 weeks parental leave to run concurrently with FMLA.

Female Faculty: Employee may use 3 weeks paid maternity leave before holiday, then remaining 3 weeks after holiday plus 4 weeks parental leave, for a total of 10 weeks paid leave to run concurrently with FMLA.

All Staff: Employee may use 3 weeks parental leave before holiday, then remaining 1 week of parental leave after holiday for a total of 4 weeks parental leave to run concurrently with FMLA.

