

# SO YOU'RE GOING TO BE A PARENT!

Congratulations! You have a lot to prepare for, so let's get your time off from work taken care of.

## 1. HOW LONG CAN I BE ON LEAVE?

### Post-Partum Disability Leave

If you are the birth parent, you can take **6-8 weeks** for postpartum disability (eight weeks in the event of a C-section), or as prescribed by a health care provider, immediately following the birth. When this period ends, your parental leave begins.

### UW Parental Leave

All monthly paid staff can take unpaid, job-protected leave within one year following the birth or placement of a child.

- Professional Staff & Librarians: Up to **4 months**
- Classified Non-Union Staff: Up to **6 months**
- Contract Classified Staff: See your Collective Bargaining Agreement (CBA)

### Family and Medical Leave Act (FMLA)

For FMLA eligible parents, your FMLA period will run concurrently with postpartum disability and parental leave. If you are the birth parent and have a medically complicated pregnancy, FMLA may begin prior to birth. Either way, the FMLA is not a separate leave period. If you are not FMLA eligible, see #3. [More information here.](#)

## 2. DO I HAVE TO TAKE ALL OF IT AT ONCE?

Leave is generally taken as continuous (full) leave of absence or, if it meets business needs and has the approval of your unit, can be granted as intermittent leave or a modified work schedule.

## 3. WHAT HAPPENS IF MY CHILD ARRIVES EARLY OR LATE?

Don't worry. This happens all the time. Contact your manager and leave specialist with the new date(s).

## 4. HOW DO I KEEP MY HEALTH BENEFITS WHILE I'M ON LEAVE?

During FMLA, your health insurance benefits continue just as if you were working. After your FMLA is exhausted, or if you are not eligible for FMLA, you will need to remain in "pay status" to maintain them.\* Pay status means that you either use eight hours of paid time off or work eight hours a month.

\*If you are absent an entire calendar month without being in pay status, you will need to self-pay (pay both your and the University's portion) to keep your health insurance.

## 5. WHAT IS PARENTAL SHARED LEAVE?

New parents can apply and be approved to receive donations of time off from other UW and state employees. Donations can be used once your Vacation Time Off and Sick Time Off balances in Workday are each reduced to 40 hours or less. A birth parent is eligible to use donated time during the entire period of postpartum disability, and the following 16 weeks. Non-birth parents may use donated time for the 16 weeks immediately after birth or placement of a child. [More information here.](#)

## 6. HOW DO I GET PAID WHILE ON LEAVE?

During leave, you can use the following types of Time Off to get paid:

- Vacation
- Sick\*
- Personal Holiday
- Holiday Credit
- Discretionary
- Compensatory
- Shared Leave

\* Use of Sick Time Off is unlimited for the birth parent during postpartum disability leave. Limitations apply during parental leave. [Review here](#) so you know how much sick time you can take while on parental leave.

You may also take Unpaid Time Off during your leave.



# CAN YOU SHOW ME SOME EXAMPLES?

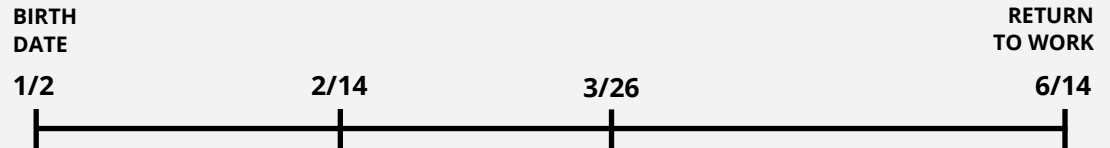


## SCENARIO 1: YASMINA

Birth Status: Non C-Section  
 Birth Date: January 2nd  
 FMLA Status: Eligible

**Leave Types:** Yasmina gives birth to a healthy baby on January 2nd. Following the birth, Yasmina takes six weeks postpartum disability leave (1/2 – 2/13), followed by four months continuous parental leave (2/14 – 6/14).

**Pay Plan:** For each day of work missed, Yasmina must apply paid or unpaid time off in Workday. Yasmina has enough of her own paid time off (sick, vacation, personal time off, etc.) to cover her entire leave period (1/2 – 6/14).



### YASMINA'S LEAVE TYPES SCHEDULE:



### YASMINA'S PAY PLAN WHILE ON LEAVE:

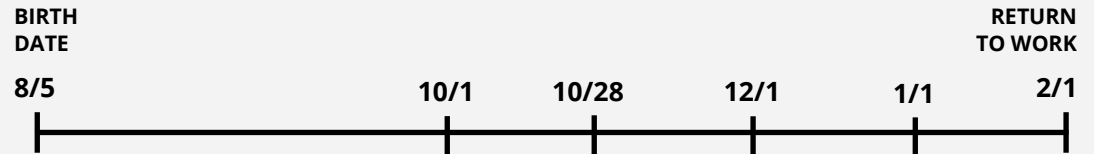


## SCENARIO 2: DESIREE

Birth Status: C-Section  
 Birth Date: August 5th  
 FMLA Status: Eligible

**Leave Types:** Desiree gives birth via C-section on 8/5 and takes the next eight weeks as postpartum disability leave (8/5 – 9/30), followed by four months of parental leave (10/1 – 2/1).

**Pay Plan:** Desiree requests/is approved for shared leave, which will run during the post-partum disability period and 16 weeks thereafter. She only receives a few hours of shared leave donations and does not have enough of her own paid time off to cover the period of her leave. Desiree takes some of her leave as unpaid, making sure to use eight hours of paid time off each month that is not covered by FMLA to ensure her benefits continue.



### DESIREE'S LEAVE TYPES SCHEDULE:



### DESIREE'S PAY PLAN WHILE ON LEAVE:



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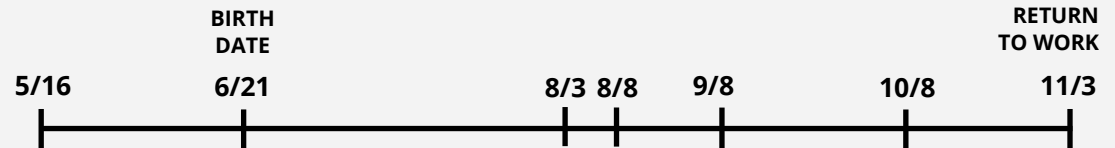


## SCENARIO 3: ESME

Birth Status: Pre-Birth Complications  
 Birth Date: June 21st  
 FMLA Status: Eligible

**Leave Types:** Esme's doctor puts her on bed rest due to high-risk pregnancy. She is approved for FMLA leave for a personal medical condition starting 5/16. She gives birth on 6/21, and takes the next six weeks postpartum disability (6/21 – 8/2), followed by three months continuous parental leave (8/3 – 11/3). Esme has decided not to use her last month of parental leave.

**Pay Plan:** Esme requests/is approved for shared leave during bed rest, postpartum disability, and three months parental leave (5/16 – 11/3). She only receives a few hours of shared leave donations and does not have enough of her own paid time off to cover the period of her leave. Esme takes about half of her leave as unpaid, making sure to use eight hours of paid time off each month that she is not covered by FMLA to ensure the continuation of her benefits.



### ESME'S LEAVE TYPES SCHEDULE:



### ESME'S PAY PLAN WHILE ON LEAVE:



## SCENARIO 4: MYLES

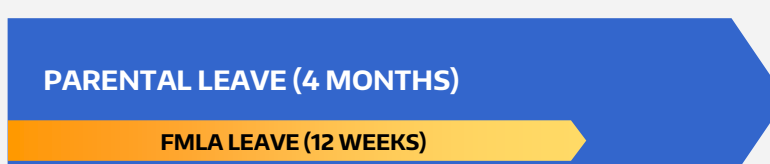
Birth Status: Non C-Section  
 Birth Date: April 5th  
 FMLA Status: Eligible

**Leave Types:** Myles' partner is due to give birth on 4/5. Myles requests four months of parental leave from the date of birth (4/5 – 8/5).

**Pay Plan:** Myles has 16 hours of sick time off and 12 hours of vacation. He requests/is approved for parental shared leave which will be in effect for 16 weeks from the date of birth (4/5 – 7/26). Myles uses his paid time off first, then shared leave until 7/26. Finally, he takes unpaid time off for the remainder of his leave.



### MYLES' LEAVE TYPES SCHEDULE:



### MYLES' PAY PLAN WHILE ON LEAVE:



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## SCENARIO 5: MARIANO

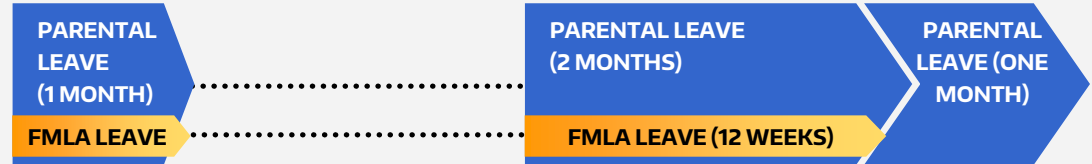
Birth Status: Non C-Section  
 Birth Date: August 5th  
 FMLA Status: Eligible

**Leave Types:** Mariano requests to split his four months of parental leave into two separate leave periods and his department/supervisor approve the leave plan. His spouse gives birth on 8/5. He takes one month off from 8/5 – 9/5, takes two months off from 12/5 – 2/5 then works a reduced work schedule of 24 hours/week from 2/5 – 3/5, totaling four months of parental leave.

**Pay Plan:** Mariano has enough accrued paid time off to apply paid time off to each day of work missed from 8/5 – 9/5. From 12/5 – 3/5 he uses a combination of paid time off and unpaid time off for each day of work missed.



### MARIANO'S LEAVE TYPES SCHEDULE:



### MARIANO'S PAY PLAN WHILE ON LEAVE:

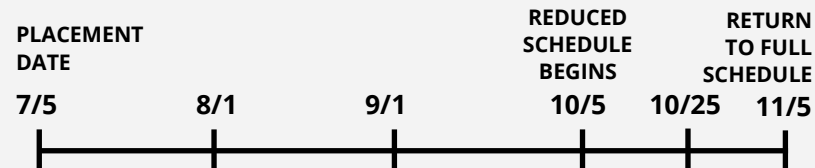


## SCENARIO 6: STANLEY

Birth Status: Adoption  
 Placed on: July 5th  
 FMLA Status: Not Eligible

**Leave Types:** Stanley's adopted son is placed in his care on 7/5. Stanley requests four months of parental leave from the date of placement (7/5 – 11/5). Stanley's department agrees that he can work a reduced schedule of 16 hours per week during the final month of the parental leave period (10/5 – 11/5).

**Pay Plan:** Stanley has no paid time off at the time of placement, so he requests/is approved for parental shared leave for 16 weeks (7/5 – 10/25). He receives 16 hours of shared leave donations. In order to remain in pay status during the months in which he doesn't work, Stanley makes sure to use eight hours of paid time off each month to ensure the continuation of his benefits.



### STANLEY'S LEAVE TYPES SCHEDULE:



### STANLEY'S PAY PLAN WHILE ON LEAVE:

