

SO YOU'RE GOING TO BE A PARENT!

Congratulations! You have a lot to prepare for, so let's get your leave planned.

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

Parental leave is available from day one of employment for professional, classified non-union, and contract covered staff in regular positions. If you are in a nonpermanent or intermittent classified non-union position, you qualify for Parental Leave after you have worked for the State of Washington (including UW) for at least twelve months and for at least 1,250 hours in the previous twelve-month period.

- Professional Staff & Librarians: Up to **6 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 #4. [More information here.](#)

Paid Family and Medical Leave (PFML)

PFML eligible birth parents can receive up to 16 weeks of wage replacement benefits from the State of Washington during your leave (up to 18 weeks if you have pregnancy complications). Non-birth parents can receive up to 12 weeks. You have 12 months from the date of a child's birth, adoption or placement to take PFML. If you have worked for the UW for 12 months and 1250 hours prior to taking PFML, the leave will be job and health benefit protected. [More information here.](#)

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

UW Parental 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. Leave covered by PFML can be taken intermittently or on a reduced schedule for the 12 months following the date of a child's birth, adoption or placement. The minimum PFML claim is eight (8) consecutive hours.



SO YOU'RE GOING TO BE A PARENT! (CONTINUED)

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 (or a PFML covered leave if you have worked for the UW for 12 months and 1250 hours prior to taking PFML) your health insurance benefits continue just as if you were working. After your FMLA and/ or PFML is exhausted, or if you are not eligible for FMLA or PFML, you will need to remain in "pay status" to maintain your benefits. 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. A birth parent is eligible to use donated time during the entire period of post-partum 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?

- Vacation
- Sick (up to 18 weeks)
- Personal Holiday
- Holiday Credit
- Discretionary
- Compensatory
- Shared Leave
- PFML (payment from the State of WA)*

* You may also use a combination of PFML and paid time off other than shared leave (called supplemental benefits). [More information here.](#)

You may also take Unpaid Time Off during your leave. **YOU MUST** enter time off (paid, unpaid, supplemental benefits) into Workday (or Kronos for Med Centers) for each day of your absence, even if receiving PFML payments from the State of WA.



CAN YOU SHOW ME SOME EXAMPLES?



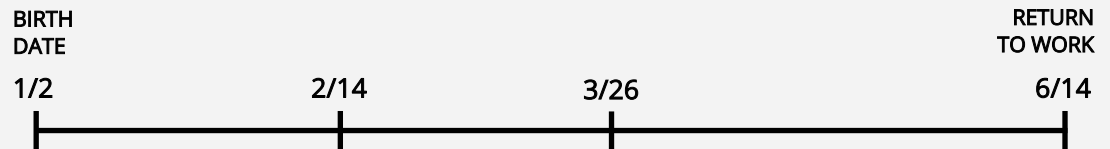
SCENARIO 1: YASMINA

Birth Status: Non C-Section

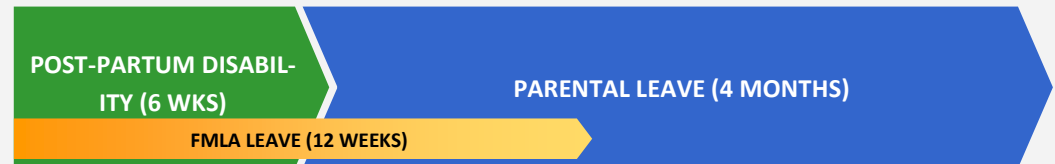
Birth Date: January 2nd

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).

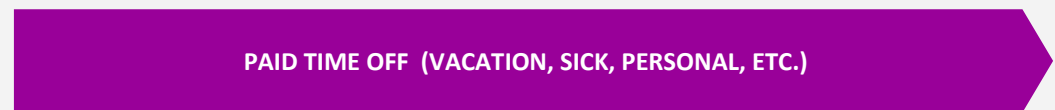
Pay Plan: For each day of work missed, Yasmina must apply paid or unpaid time off in Workday. Yasmina has enough of her own paid time off (sick, vacation, personal time off, etc.) to cover her entire leave period (1/2 - 6/14).



YASMINA'S LEAVE TYPES SCHEDULE:



YASMINA'S PAY PLAN WHILE ON LEAVE:



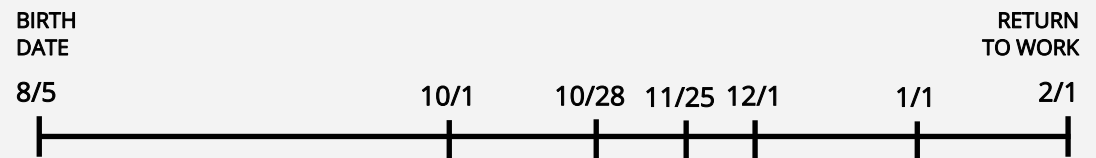
SCENARIO 2: DESIREE

Birth Status: C-Section

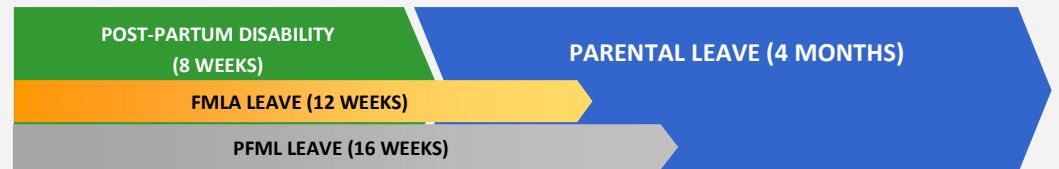
Birth Date: August 5th

Leave Types: Desiree gives birth via C-section on August 5th and takes the next eight weeks as postpartum disability leave (August 5th to September 30th), followed by four months of parental leave (October 1st to February 1st). Desiree applies for PFML starting on August 5th, to run concurrently with FMLA and her parental leave period through November 25th. Her PFML period is job and benefit protected since she has worked 1250 hours in the 12 months prior to the start date of PFML.

Pay Plan: Desiree receives PFML payments from August 5th to November 25th while simultaneously applying some of her own paid time off as a supplemental benefit to receive additional income. From November 26th to February 1st Desiree applies paid and unpaid time off to the remaining leave period, making sure to use eight hours of paid time off each month that is not covered by FMLA or PFML to ensure her benefits continue.



DESIREE'S LEAVE TYPES SCHEDULE:



DESIREE'S PAY PLAN WHILE ON LEAVE:



CAN YOU SHOW ME SOME EXAMPLES? (CONTINUED)

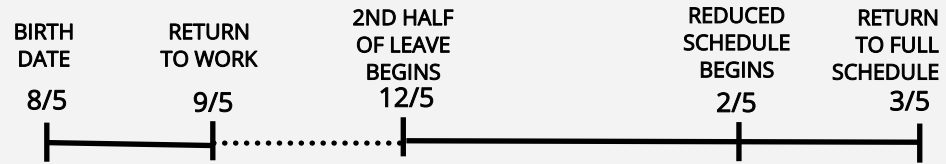


SCENARIO 3: MARIANO

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

Leave Types: Mariano decides to use four months of parental leave and requests to split it into two separate leave periods. His spouse gives birth on August 5th. He takes one month off from August 5th to September 5th, takes two months off from December 5th to February 5th then works a reduced work schedule of 24 hours/week from February 5th to March 5th, totaling four months of parental leave.

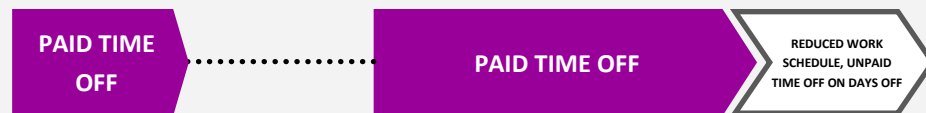
Pay Plan: Mariano has enough accrued paid time off to apply paid time off to each day of work missed from August 5th to September 5th. From December 5th to March 5th he uses a combination of paid time off and unpaid time off for each day of work missed.



MARIANO'S LEAVE TYPES SCHEDULE:



MARIANO'S PAY PLAN WHILE ON LEAVE:

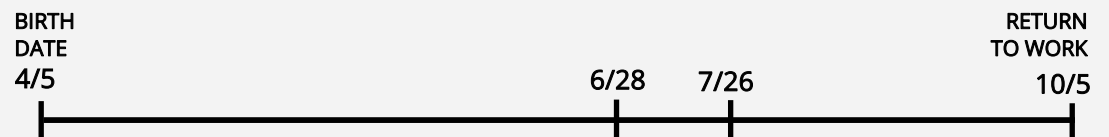


SCENARIO 4: MYLES

Birth Status: Non C-Section
 Birth Date: April 5th
 FMLA Status: Not Eligible

Leave Types: Myles' partner is due to give birth on April 5th. Myles requests six months of parental leave from the date of birth (April 5th - October 5th). Myles' PFML leave period is not job and benefit protected since he has not worked 1250 hours over the previous 12 months prior to the start date of PFML. He is also not eligible for FMLA. However, Myles' job is protected under UW Parental Leave.

Pay Plan: Myles has 60 hours of sick time off and 80 hours of vacation. He requests/is approved for parental shared leave which will be in effect for 16 weeks from the date of birth (April 5th to July 26th). Myles uses his paid time off first, then shared leave until July 26th. Finally, he receives PFML payments for the remainder of his leave that would otherwise be unpaid.



MYLES' LEAVE TYPES SCHEDULE:



MYLES' PAY PLAN WHILE ON LEAVE:



CAN YOU SHOW ME SOME EXAMPLES? (CONTINUED)

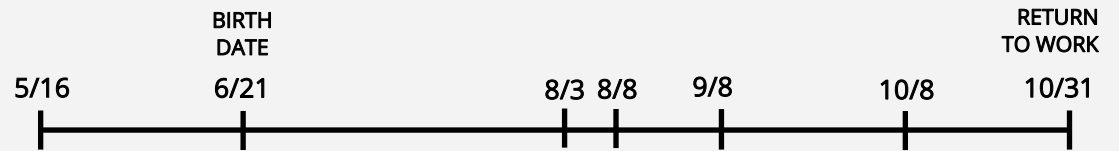


SCENARIO 5: ESME

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 May 16th. She gives birth on June 21st, and takes the next six weeks postpartum disability (June 21st to August 2nd), followed by three months continuous parental leave (August 3rd to November 3rd). Esme applies for PFML starting on August 8th, to run concurrently with her parental leave period through October 31st (12 weeks). The PFML leave period is not job and health benefit protected since she has not worked 1250 hours in the previous 12 months prior to the start date of PFML. However, Esme's job is protected under UW Parental Leave. Esme has decided not to use the last 3 months of her parental leave.

Pay Plan: Esme requests/is approved for shared leave during bed rest, postpartum disability, and three months parental leave (May 16th to November 3rd). She does not have enough of her own paid time off to cover the period of her leave but she has received shared leave donations. Esme receives PFML payments from August 8th through October 31st, 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 health benefits.



ESME'S LEAVE TYPES SCHEDULE:



ESME'S PAY PLAN WHILE ON LEAVE:



CAN YOU SHOW ME SOME EXAMPLES? (CONTINUED)



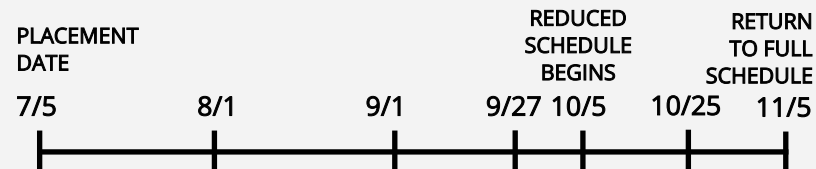
SCENARIO 6: STANLEY

Birth Status: Adoption

Placed on: July 5th

Leave Types: Stanley's adopted son is placed in his care on July 5th. Stanley requests four months of parental leave from the date of placement (July 5th to November 5th). Stanley works a reduced schedule of 16 hours per week during the final month of the parental leave period (October 5th to November 5th). Stanley applies for PFML starting on July 5th to run concurrently during his parental leave period until his 12 week entitlement is exhausted on September 27th. Since Stanley did not work 1250 hours over the previous 12 months, his PFML period is not job and health benefit protected. However, Stanley's job is protected under UW Parental Leave.

Pay Plan: Stanley has limited hours of paid time off at the time of placement. In order to remain in pay status during the months in which he does not work, Stanley makes sure to use eight hours of his own paid time off each month to ensure the continuation of his health benefits. Stanley receives PFML payments during his parental leave period starting on July 5th until his 12 week entitlement is exhausted.



STANLEY'S LEAVE TYPES SCHEDULE:



STANLEY'S PAY PLAN WHILE ON LEAVE:

