Office of Human Resources

Parental Leave

Administrative Reference Guide
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Abbreviations
EE – Employee
ER – Employee Record
FMLA – Family Medical Leave Act
RTW – Return to Work
STD – Short-Term Disability
Dear Department Administrator,

This reference guide has been developed to assist you with processing the Paid Parental Leave benefit offered to staff employees. The guide will provide instructions on how to complete the Employee Record when a staff member goes on a Paid Parental Leave. This new benefit will be available to staff who give birth, adopt, or foster a child on or after July 1, 2017. Additional details can be found in the letter below from Cheryl Johnson, Vice Chancellor of Human Resources. If you have any questions about the policy, or administration of the leave, please contact the Benefits Department at 412-624-8160.

March 27, 2017

Dear Deans, Directors and Department Heads,

I am pleased to announce that the Office of Human Resources, at the request of the Staff Association Council, has implemented a new paid parental leave policy for full-time regular and part-time regular staff employees.

This leave will support the work/life balance of new parents. The University’s paid parental leave allows for four consecutive weeks (20 work days) of paid maternity/paternity leave that can be used during the 12 months immediately following the birth, adoption, or foster care placement of a child. The staff member must be at least 50% effort, and employed in a benefits-eligible position for at least six months to be eligible for this leave. Leaves for birth, adoption, or foster care placement of a child that occur on or after July 1, 2017 will be eligible for the paid parental leave. The parental leave will run concurrently with the University’s Family Medical Leave Act (FMLA) and Short-Term Disability (STD) programs. The staff member is still required to file for FMLA/STD with MetLife when taking the paid parental leave.

The official Paid Parental Leave policy is located in the Paid and Unpaid Time Off section of the Staff Handbook: http://www.hr.pitt.edu/staff-handbook/paid-and-unpaid#PaidParental. A general University announcement will be made to all employees soon.

Resources related to medical leave types for staff are available at: http://hr.pitt.edu/benefits/medical_leave.

Kind regards,

Cheryl Johnson
Paid Parental Leave Policy for Staff
http://hr.pitt.edu/staff-handbook/paid-and-unpaid#PaidParental

The University supports the importance of providing assistance to its staff members who become new parents through the birth, adoption, or foster care placement of a child. As part of this commitment, the University provides Paid Parental Leave to eligible staff members.

Leave Entitlement

Full-time regular and part-time regular staff employees receive up to four weeks (20 days) of Paid Parental Leave. Eligible part-time staff members will receive a pro-rated amount of leave. Part-time eligible staff members working 50 percent effort or greater are eligible for a proration of the 20 days based on their percent of effort at the start of the leave. For example, if a staff member is 60 percent effort, they will be eligible for 12 days of Paid Parental Leave. If a staff member works a non-standard schedule, such as 9.375 hours/day, parental leave days should be converted to hours. Twenty days is equal to 150 hours of parental leave.

If both parents work at the University, they will each be eligible for this paid benefit separately. Paid Parental Leave runs concurrently, not consecutively, with benefits provided pursuant to the Family Medical Leave Act (FMLA) and the University’s Short-term Disability (STD) program. This policy applies to births (date of delivery), adoptions, and foster care placements that occur on July 1, 2017 or after.

Eligibility

Full-time regular and part-time regular staff members are eligible for the Paid Parental Leave benefit described in this policy if: (1) they have worked in a benefits-eligible position for the past six months; and (2) are at least 50 percent effort. Time worked as a student employee, temporary staff member, or in other non-benefit eligible positions do not count toward this six-month employment requirement. Other classifications such as Faculty, Research Associates, and Postdoctoral Associates, may be eligible for paid leaves under other policies, but are not eligible for the paid leave as described here. Staff members who are represented by a labor union are eligible for Parental Leave and other benefits in accordance with the terms and conditions stated in their collective bargaining agreement.

To be eligible for this benefit, the staff member must plan on returning to work upon ending the leave. The staff member must also be the parent of the child. For purposes of this policy, a parent is defined as the following: (1) a biological, adoptive or foster parent, (2) a stepparent, or (3) a legal guardian.

Use of Leave

For maternity leaves, the Paid Parental Leave must be used at the start of the medical portion of the leave. If the leave is for paternity leave, adoption, or foster care, it may be used during the 12 months immediately following the birth, adoption, or foster care placement of the child. This leave is paid at 100 percent of the staff member’s base salary. Paid Parental Leave cannot be used on an intermittent basis. Staff members must use the entire leave entitlement in consecutive work weeks.

Holiday and recess days that occur during a parental leave will not extend the Paid Parental Leave. For example, if the parental leave runs from March 1 through March 28 (20 working days), and the Spring Holiday falls on March 10, the staff member will enter Parental Leave on their timecard, not a holiday. The Paid Parental Leave will not be extended due to the holiday.
Staff members will not earn sick, vacation or personal time while on a Paid Parental Leave.

If the scheduled Paid Parental Leave crosses over two fiscal years, and the staff member had a personal time balance remaining as of June 30, that time will be lost July 1. The new personal time balance would be available upon the staff member’s return to work.

At the conclusion of Paid Parental Leave, the staff member may be eligible for additional time off under FMLA/STD or other policies. If the eligible staff member remains out beyond the four weeks of Paid Parental Leave under FMLA/STD policies, they must exhaust their sick time following the Paid Parental Leave. They also have the option of using vacation and/or personal time, though this is not required. If eligible, STD payments will start once the sick time is exhausted. Paid Parental Leave, FMLA, and STD all run concurrently.

Like FMLA and STD, Paid Parental Leave provides job protection. Paid Parental Leave may be terminated by the University if the staff member informs the University during the leave that they do not intend to return to work at the conclusion of the leave. Parental leave will not be paid out upon termination of employment.

Multiple births, such as having twins, does not increase the length of the Paid Parental Leave.

**Benefit Eligibility**

Applicable taxes and health and welfare benefits such as medical, dental, vision, flexible spending, life insurance, and contributions to the retirement savings plan will continue to be deducted from the Paid Parental Leave pay as if it were regular salary.

**Staff Member Responsibilities**

The staff member must go through the normal FMLA/STD claims process with MetLife to file for maternity/paternity leave. The staff member must let their department know prior to the leave that it is related to a Paid Parental Leave. The staff member must submit timecards appropriately for the first 20 days of the leave to reflect Parental Leave. If the staff member elects to use paid time off such as sick, vacation or personal time after the Paid Parental Leave is exhausted under FMLA/STD, their timecards should be submitted to reflect the use of other time off.

**Department Responsibilities**

The department must verify that the staff member qualifies for a Paid Parental Leave. The Paid Parental Leave must be documented on the paid leave section of the Employee Record. The department must complete the Leave Addendum and attach it to the Employee Record. The Leave Addendum requires the department to obtain the dates in which the staff member expects to be out and how their time off should be used to cover the remainder of the leave after the Paid Parental Leave is exhausted.

**Human Resources Responsibilities**

The Benefits Department within the Office of Human Resources provides final approval/denial of the Paid Parental Leave benefit based on the eligibility criteria above. The Benefits Department processes the Paid Parental Leave based on the information submitted by the department on the Employee Record and on the Leave Addendum. The Benefits Department may ask the employee for documentation to verify the birth, adoption, or foster care placement of a child.
Natural Delivery

- **Week 1-6**
  - FMLA – Medical (6 weeks)
  - STD
    - Elimination Period (30 Calendar Days)
    - (60% base pay)
  - Paid Parental Leave (4 weeks)

- **Week 7-12**
  - FMLA – Child Bonding (6 weeks)
  - STD
    - (60% base pay)

C-Section

- **Week 1-8**
  - FMLA – Medical (8 weeks)
  - STD
    - Elimination Period (30 Calendar Days)
    - (60% base pay)
  - Paid Parental Leave (4 weeks)

- **Week 9-12**
  - FMLA – Child Bonding (4 weeks)

Paternity Leave

- **Weeks 1-12**
  - FMLA – Child Bonding (12 weeks)
  - Paid Parental Leave (4 weeks)
Scenario A - Fully Paid Leave

A full-time employee had a baby via regular delivery on Tuesday, May 9, 2017. Their normal work schedule is Monday – Friday. Their last day at work was Monday, May 8, 2017. The estimated return to work (RTW) date is August 1, 2017. There are two University holidays that fall within the leave period – May 29th and July 4th. The employee has 80 sick days to cover the leave.

How do I complete Line 8 of the Employee Record?

**Assignment Status**: Paid Leave of Absence  
**Leave Type**: Parental Leave  
**Total Leave Period Start Date**: 09-MAY-2017  
**Total Leave Period End Date**: 31-JUL-2017  
**Paid Leave Period Start Date**: 09-MAY-2017  
**Paid Leave Period End Date**: 31-JUL-2017  
**Unpaid Leave Period Start Date**: LEAVE BLANK  
**Unpaid Leave Period End Date**: LEAVE BLANK  
**Remarks**: EE will go on a paid parental leave from May 9, 2017 – June 5, 2017. EE has enough sick time to cover the remainder of the leave. EE’s anticipated RTW date is August 1, 2017. FMLA/STD will continue from June 6, 2017 – July 31, 2017.

<table>
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<tr>
<th>Assignment Status (Employee)</th>
<th>Leave Type</th>
<th>Total Leave Period</th>
<th>Paid Leave Period</th>
<th>Unpaid Leave Period</th>
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<td>Parental Leave</td>
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<td>31 JUL - 17</td>
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<td>Parental Leave</td>
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<td>09 MAY - 17</td>
<td>31 JUL - 17</td>
</tr>
</tbody>
</table>

**Additional helpful information**

Note: Holidays do not extend the 20 days of paid parental leave.

**Turnaround ER’s will be produced on the following dates:**

- May 9, 2017 to show the start of the paid leave
- June 6, 2017 to show the change from parental leave to FMLA/STD

This employee will not receive pay for short-term disability since the parental leave and sick time cover the full leave. Future end dates are always projected, so another Employee Record will be required when the employee returns to work to change the Assignment Status to Active Assignment.

**How should timecards be completed?**

- 09-MAY-2017 – 05-JUN-2017 = Parental Leave
- 06-JUN-2017 – 03-JUL-2017 = Sick Time
- 04-JUL-2017 = Holiday

Note: May 29th should be coded as Parental Leave, not Holiday.
Scenario B - Partially Paid Leave (no STD payments)

A full-time employee had a baby via C-section on Monday, November 20, 2017. Their normal work schedule is Monday – Friday. Their last day at work was Friday, November 17, 2017. The estimated RTW date is Monday, February 12, 2018. There are 6 University holidays and 4 recess days that fall within this leave period. The employee has 13 sick days and 5 vacation days to cover the leave. The STD claim is approved from November 20, 2017 through January 12, 2018. The STD elimination period ends on December 19, 2017.

How do I complete Line 8 of the Employee Record?

Line 8 of the ER will show:

**Assignment Status:** Paid Leave of Absence

**Leave Type:** Parental Leave

**Total Leave Period Start Date:** 20-NOV-2017

**Total Leave Period End Date:** 11-FEB-2018

**Paid Leave Period Start Date:** 20-NOV-2017

**Paid Leave Period End Date:** 22-JAN-2018

**Unpaid Leave Period:** 23-JAN-2018

**Unpaid Leave Period End Date:** 11-FEB-2018

**Remarks:** EE will go on a paid parental leave from November 20, 2017 – December 15, 2017. A paid leave will continue from December 16, 2017 – January 22, 2018 with the employee using 13 sick days and 5 vacation days.

Additional helpful information

Turnaround ER’s will be produced on the following dates:

- November 20, 2017 to show the start of the paid leave
- December 16, 2017 to show the change from parental leave to FMLA/STD
- January 23, 2018 to show the change from paid leave to unpaid leave

This employee will not receive pay for short-term disability since parental leave, sick, and vacation time cover the entire STD portion of the leave. Future end dates are always projected, so another Employee Record will be required when the employee returns to work to change the Assignment Status to Active Assignment.

How should timecards be completed?

- **20-NOV-2017 through 15-DEC-2017** = Parental Leave
- **NOTE:** November 23rd and 24th should be coded as Parental Leave, not Holidays.
- **16-DEC-2017 through 21-DEC-2017** = Sick Time
- **22-DEC-2017 through 01-JAN-2018** = Holiday/Recess
- **02-JAN-2018 through 12-JAN-2018** = Sick Time
- **15-JAN-2018** = Holiday
- **16-JAN-2018 through 22-JAN-2018** = Vacation Time

**No timecards are required during the unpaid portion of the leave**
Scenario C - Partially Paid Leave (with STD payments)

A full-time employee had a baby via C-section on Monday, November 20, 2017. Their normal work schedule is Monday – Friday. Their last day at work was Friday, November 17, 2017. The estimated RTW date is Monday, February 12, 2018. There are 6 University holidays and 4 recess days that fall within this leave period. The employee has 3 sick days to cover the leave. The STD claim is approved from November 20, 2017 through January 12, 2018. The STD elimination period ends on December 19, 2017.

How do I complete Line 8 of the Employee Record?

Line 8 of the ER will show:

**Assignment Status:** Paid Leave of Absence  
**Leave Type:** Parental Leave  
**Total Leave Period Start Date:** 20-NOV-2017  
**Total Leave Period End Date:** 11-FEB-2018  
**Paid Leave Period Start Date:** 20-NOV-2017  
**Paid Leave Period End Date:** 20-DEC-2017  
**Unpaid Leave Period Start Date:** 21-DEC-2017  
**Unpaid Leave Period End Date:** 11-FEB-2018  
**Remarks:** EE will go on a paid parental leave from November 20, 2017 – December 15, 2017. A paid leave will continue from December 16, 2017 – December 20, 2017 with the employee using 3 sick days.

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<th>Total Leave Period End Day</th>
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<td>20-DEC-17</td>
<td>21-DEC-17</td>
<td>11-FEB-18</td>
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</table>

Additional helpful information

Turnaround ER’s will be produced on the following dates:

- November 20, 2017 to show the start of the paid leave
- December 16, 2017 to show the change from parental leave to FMLA/STD
- December 21, 2017 to show the change to STD(paid)
- January 13, 2018 to show change to STD(unpaid)

This employee will receive pay for short-term disability since the parental leave and sick time do not cover the full STD portion of the leave. Future end dates are always projected, so another Employee Record will be required when the employee returns to work to change the Assignment Status to Active Assignment.

How should timecards be completed?

**20-NOV-2017 through 15-DEC-2017** = Parental Leave  
**NOTE:** November 23rd and 24th should be coded as Parental Leave, not Holidays.  
**16-DEC-17 through 20-DEC-17** = Sick Time

No timecards are required during the unpaid portion of the leave
Scenario D - Unpaid Leave

A full-time employee had a baby via regular delivery on Friday, September 1, 2017. Their normal work schedule is Monday – Friday. Their last day at work was Thursday, August 31, 2017. The estimated RTW date is Monday, November 27, 2017. The employee does not have any time off to cover the leave. The STD claim is approved from October 1, 2017 through October 12, 2017.

How do I complete Line 8 of the Employee Record?

Line 8 of the ER will show:

**Assignment Status:** Paid Leave of Absence  
**Leave Type:** Parental Leave  
**Total Leave Period Start Date:** 01-SEP-2017  
**Total Leave Period End Date:** 26-NOV-2017  
**Paid Leave Period Start Date:** 01-SEP-2017  
**Paid Leave Period End Date:** 28-SEP-2017  
**Unpaid Leave Period:** 29-SEP-2017  
**Unpaid Leave Period End Date:** 26-NOV-2017

**Remarks:** EE will go on a paid parental leave from September 1, 2017 through September 28, 2017. Unpaid leave will continue from September 29, 2017 until the employee returns to work.

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Additional helpful information

Turnaround ER’s will be produced on the following dates:  
September 1, 2017 to show the start of the paid leave  
September 29, 2017 to show the change from parental leave to FMLA/STD  
October 1, 2017 to show the start of STD payments  
October 13, 2017 to show the change from STD(paid) to unpaid leave

Future end dates are always projected, so another Employee Record will be required when the employee returns to work to change the Assignment Status to Active Assignment.

How should timecards be completed?

**Time Card status:**  
01-SEP-2017 through 28-SEP-2017 = Parental Leave  
NOTE: September 4th should be coded as Parental Leave, not a holiday.

29-SEP-2017 through 26-NOV-2017 = No timecard required during unpaid portion of the leave
### Calendar

#### SEP 2017

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#### Leave Categories

- **Paid Parental Leave – 100%**
- **STD – 60%**
- **Sick Time – 100%**
- **Vacation – 100%**
- **Holiday/Recess**
- **Unpaid**
Scenario E - Non-Standard Schedule

A full-time employee had a baby via regular delivery on Tuesday, May 9, 2017. Their normal work schedule is Monday – Thursday 9.375 each day. Their last day at work was Monday, May 8, 2017. The estimated RTW date is August 1, 2017. There are 2 University holidays – May 29th and July 4th. The employee has 187.5 sick hours to use to cover the leave. The STD claim is approved from May 9, 2017 through June 19, 2017. The STD payment is approved from June 8, 2017 - June 19, 2017 after the 30-day elimination period.

How do I complete Line 8 of the Employee Record?

Assignment Status: Paid Leave of Absence

Leave Type: Parental Leave

Total Leave Period Start Date: 09-MAY-2017

Total Leave Period End Date: 31-JUL-2017

Paid Leave Period Start Date: 09-MAY-2017

Paid Leave Period End Date: 11-JUL-2017

Unpaid Leave Period Start Date: 12-JUL-2017

Unpaid Leave Period End Date: 31-JUL-2017


Additional helpful information

Note: Holidays do not extend the 20 days of paid parental leave.

Turnaround ER’s will be produced on the following dates:

May 9, 2017 to show the start of the paid leave
June 6, 2017 to show the change from parental leave to FMLA/STD
July 12, 2017 to show the change from paid leave to unpaid leave

This employee will not receive pay for short-term disability since the parental leave and sick time cover the STD portion of the leave. Future end dates are always projected, so another Employee Record will be required when the employee returns to work.

How should timecards be completed?

09-MAY-2017 – 05-JUN-2017 = Parental Leave
06-JUN-2017 – 03-JUL-2017 = Sick Time
04-JUL-2017 = Holiday
05-JUL-2017 – 11-JUL-2017 = Sick Time

No timecards are required during the unpaid portion of the leave.

Only regular work days should be completed during the time period listed above.
Scenario F - Part-Time Employee

A part-time employee had a baby via C-section on Monday, November 20, 2017. Their normal work schedule is Monday – Wednesday, 7.5 hours per day. Their last day at work was Wednesday, November 15, 2017. The estimated RTW date is Monday, February 12, 2018. There are 3 University holidays and 2 recess days that fall within this leave period on their regularly scheduled work days. The employee has 13 sick days to cover the leave. The STD claim is approved from November 20, 2017 through January 12, 2018.

How do I complete Line 8 of the Employee Record?

**Assignment Status**: Paid Leave of Absence  
**Leave Type**: Parental Leave  
**Total Leave Period Start Date**: 20-NOV-2017  
**Total Leave Period End Date**: 11-FEB-2018  
**Paid Leave Period Start Date**: 20-NOV-2017  
**Paid Leave Period End Date**: 24-JAN-2018  
**Unpaid Leave Period**: 25-JAN-2018  
**Unpaid Leave Period End Date**: 11-FEB-2018


Additional helpful information

Turnaround ER’s will be produced on the following dates:  
November 20, 2017 to show the start of the paid leave  
December 14, 2017 to show the change from parental leave to FMLA/STD  
January 25, 2018 to show the change from paid leave to unpaid leave

This employee will not receive pay for short-term disability since the parental leave and sick time cover the STD portion of the leave. Future end dates are always projected, so another Employee Record will be required when the employee returns to work to change the Assignment Status to Active Assignment.

How should timecards be completed?

| 20-NOV-2017 through 13-DEC-2017 = Parental Leave |
| 18-DEC-2017 through 20-DEC-2017 = Sick Time |
| 25-DEC-2017 through 01-JAN-2018 = Holiday/Recess |
| 02-JAN-2018 through 10-JAN-2018 = Sick Time |
| 15-JAN-2018 = Holiday |
| 16-JAN-2018 through 24-JAN-2018 = Sick Time |

No timecards are required during the unpaid portion of the leave. Only regular work days should be completed during the time period listed above.
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Scenario G - Paternity Leave

A full-time employee's spouse has a baby on May 9, 2017. Their normal work schedule is Monday – Friday. Their last day at work was Monday, May 8, 2017. The estimated RTW date is June 6, 2017. The employee has 80 sick days.

**How do I complete Line 8 of the Employee Record?**

**Assignment Status:** Paid Leave of Absence  
**Leave Type:** Parental Leave

| Total Leave Period Start Date: | 09-MAY-2017 |  
| Total Leave Period End Date: | 05-JUN-2017 |  
| Paid Leave Period Start Date: | 09-MAY-2017 |  
| Paid Leave Period End Date: | 05-JUN-2017 |  
| Unpaid Leave Period Start Date: | LEAVE BLANK |  
| Unpaid Leave Period End Date: | LEAVE BLANK |  
**Remarks:** EE will go on a paid parental leave from May 9, 2017 – June 5, 2017. FMLA will run concurrently with this leave.

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<tr>
<th>Assignment Status (Employee)</th>
<th>Leave Type</th>
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<th>Unpaid Leave Period</th>
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**Additional helpful information**

Note: Holidays do not extend the 20 days of paid parental leave.

**Turnaround ER’s will be produced on the following dates:**

May 9, 2017 to show the start of the paid leave

Future end dates are always projected, so another Employee Record will be required when the employee returns to work.

**How should timecards be completed?**

09-MAY-2017 – 05-JUN-2017 = Parental Leave

Note: May 29th should be coded as Parental Leave, not a holiday.
# Calendar

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### Calendar Color Coding
- **Paid Parental Leave – 100%**
- **STD – 60%**
- **Sick Time – 100%**
- **Vacation – 100%**
- **Holiday/Recess**
- **Unpaid**