

Human Resources

Parental Leave Staff Examples

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Abbreviations

EE – Employee

ER – Employee Record

FMLA – Family Medical Leave Act

RTW – Return to Work

STD – Short-Term Disability

Introduction

This reference guide has been developed to assist you with understanding the Paid Parental Leave benefit offered to staff employees. The guide will provide examples on how this benefit will work for various employee types using varied time off. Paid Parental Leave will be available to staff who give birth, adopt, or foster a child on or after July 1, 2017. If you have any questions about the policy, or administration of the leave, please contact the Benefits Department at 412-624-8160.

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

Eligibility for any of the benefits under this policy is determined as of the date of the birth, adoption, or placement of the child. 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 birthing parents, the Paid Parental Leave must be used at the start of the medical portion of the leave. If the leave is for non-birthing parents, 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 Parental 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.

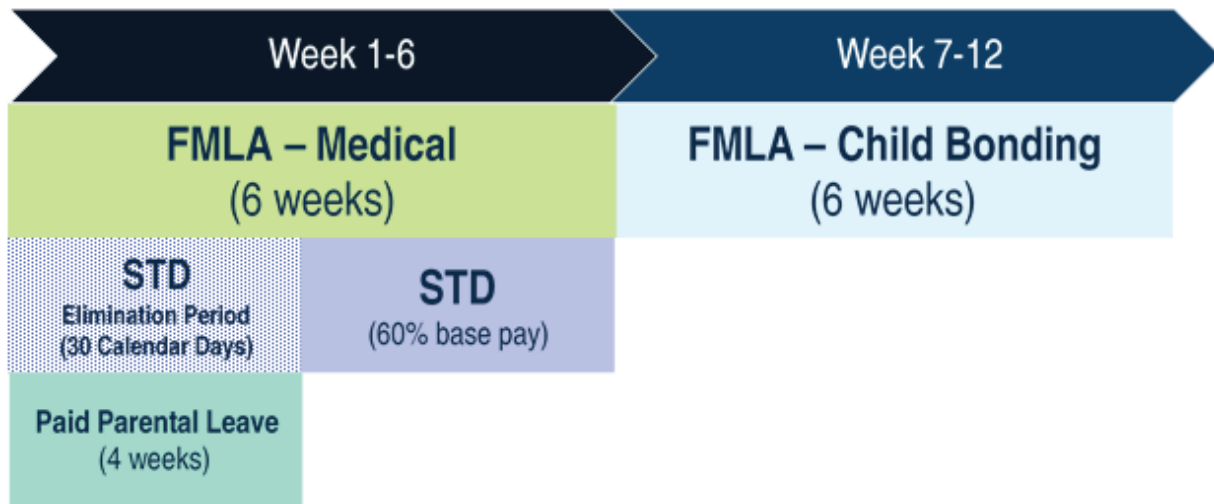
Department Responsibilities

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.

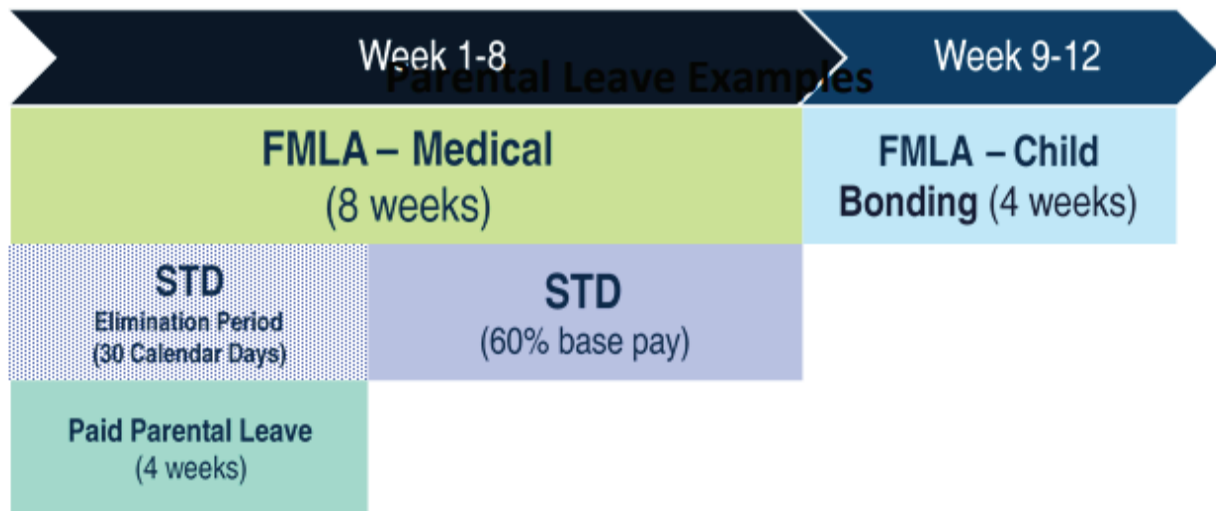
Human Resources Responsibilities

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.

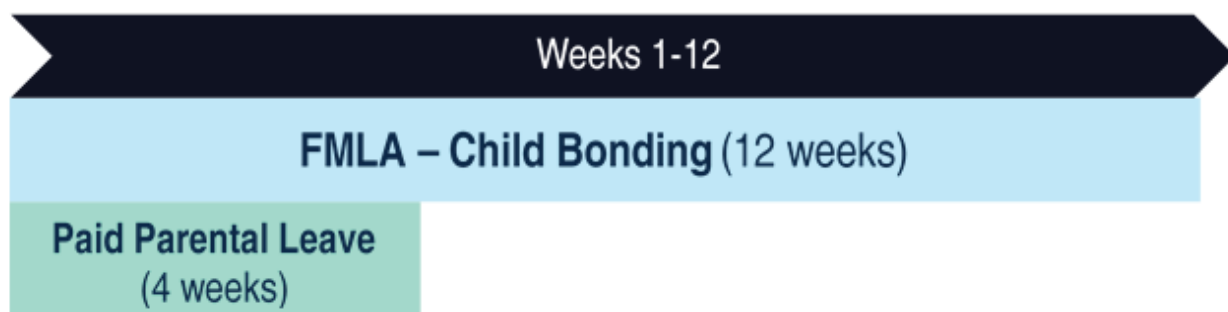
Vaginal Delivery



C-Section



Paternity Leave



Scenario A - Fully Paid Leave

A full-time employee had a baby via vaginal delivery on Wednesday, May 9, 2018. Their normal work schedule is Monday – Friday. Their last day at work was Tuesday, May 8, 2018. The estimated return to work (RTW) date is August 1, 2018. There are two University holidays that fall within the leave period – May 28th and July 4th. The employee has 80 sick days to cover the leave.

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

This employee will not receive pay for short-term disability since the parental leave and sick time cover the full leave.

How should timecards be completed?

09-MAY-2018 – 05-JUN-2018 = Parental Leave

06-JUN-2018 – 03-JUL-2018 = Sick Time

04-JUL-2018 = Holiday

05-JUL-2018 – 31-JUL-2018 = Sick Time

Note: May 28th should be coded as Parental Leave, not Holiday.

Calendar

MAY
2018

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02

JUN
2018

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUL
2018

SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04

Paid Parental Leave – 100%

STD – 60%

Sick Time – 100%

Vacation – 100%

Holiday/Recess

Unpaid

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.

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.

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

Calendar

NOV
2017

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
	Delivery					
19	20	21	22	23	24	25
26	27	28	29	30	01	02

Paid Parental Leave – 100%
STD – 60%
Sick Time – 100%
Vacation – 100%
Holiday/Recess
Unpaid

DEC
2017

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JAN
2018

SUN	MON	TUE	WED	THU	FRI	SAT
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03

FEB
2018

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	01	02	03

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.

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

Calendar

NOV
2017

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02

Paid Parental Leave – 100%
STD – 60%
Sick Time – 100%
Vacation – 100%
Holiday/Recess
Unpaid

DEC
2017

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JAN
2018

SUN	MON	TUE	WED	THU	FRI	SAT
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03

FEB
2018

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	01	02	03

Scenario D - Unpaid Leave

A full-time employee had a baby via vaginal 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 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

SUN	MON	TUE	WED	THU	FRI	SAT
					Delivery	
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Paid Parental Leave – 100%
STD – 60%
Sick Time – 100%
Vacation – 100%
Holiday/Recess
Unpaid

OCT
2017

SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04

NOV
2017

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
RTW						
26	27	28	29	30	01	02

Scenario E - Non-Standard Schedule

A full-time employee had a baby via vaginal delivery on Wednesday, May 9, 2018. Their normal work schedule is Monday – Thursday 9.375 each day. Their last day at work was Tuesday, May 8, 2018. The estimated RTW date is August 1, 2018. There are 2 University holidays – May 28th and July 4th. The employee has 187.5 sick hours to use to cover the leave. The STD claim is approved from May 9, 2018 through June 19, 2018. The STD payment is approved from June 8, 2018 -June 19, 2018 after the 30-day elimination period.

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

How should timecards be completed?

09-MAY-2018 – 05-JUN-2018 = Parental Leave

06-JUN-2018 – 03-JUL-2018 = Sick Time

04-JUL-2018 = Holiday

05-JUL-2018 – 11-JUL-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.

Calendar

MAY
2018

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02

Paid Parental Leave – 100%
STD – 60%
Sick Time – 100%
Vacation – 100%
Holiday/Recess
Unpaid

JUN
2018

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUL
2018

SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04

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.

This employee will not receive pay for short-term disability since the parental leave and sick time cover the STD portion of the leave.

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.

Calendar

NOV
2017

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02

Paid Parental Leave – 100%
STD – 60%
Sick Time – 100%
Vacation – 100%
Holiday/Recess
Unpaid

DEC
2017

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JAN
2018

SUN	MON	TUE	WED	THU	FRI	SAT
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03

FEB
2018

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

Scenario G - Paternity Leave

A full-time employee's spouse has a baby on May 9, 2018. Their normal work schedule is Monday – Friday. Their last day at work was Tuesday, May 8, 2018. The estimated RTW date is June 6, 2018. The employee has 80 sick days.

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

How should timecards be completed?

09-MAY-2018 – 05-JUN-2018 = Parental Leave

Note: May 28th should be coded as Parental Leave, not a holiday.

Paid Parental Leave – 100%
STD – 60%
Sick Time – 100%
Vacation – 100%
Holiday/Recess
Unpaid

MAY 2018	SUN	MON	TUE	WED	THU	FRI	SAT
	29	30	01	02	03	04	05
	06	07	08	09	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	01	02
JUN 2018	SUN	MON	TUE	WED	THU	FRI	SAT
	27	28	29	30	31	01	02
	03	04	05	06	07	08	09
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30