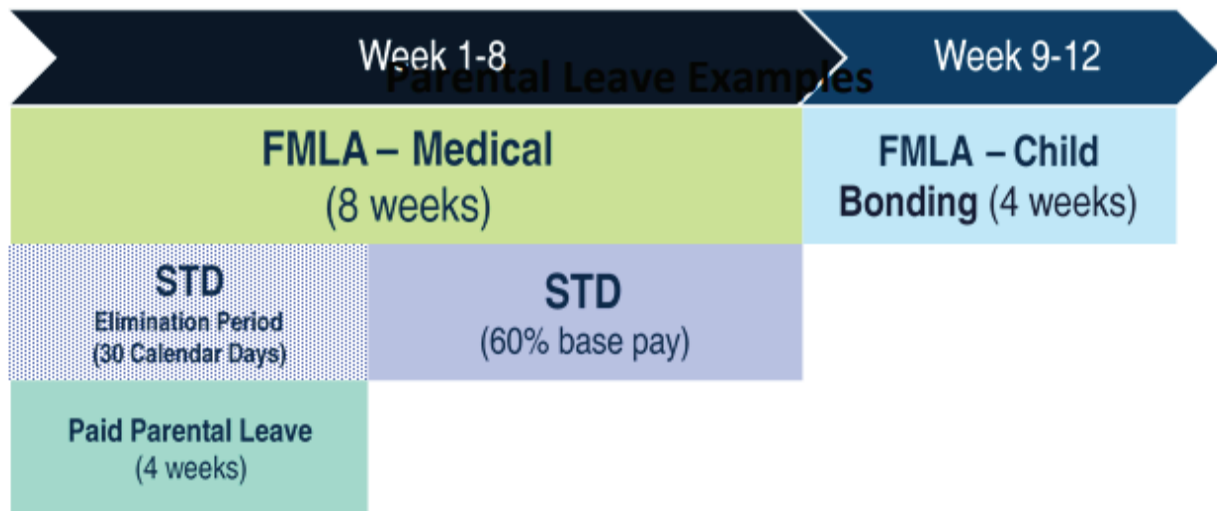


Human Resources

**Parental Leave
Staff Examples**

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	
19	Delivery					24	25
26	27	28	29	30	01	02	

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

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

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	Delivery					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
27	28	29	30	31	01 Delivery	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 Delivery	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 RTW	01	02	03	04

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

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	Delivery			23	24	25
26	27	28	29	30	01	02

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

