

## **Parental Leave Planning and Eligibility**

Your eligibility for a specific amount of parental leave can be affected by your length of employment, your percent time and your employment program. If you are not sure whether you are entitled to a specific amount of parental leave, you may want to discuss your plans with the Human Resources Consultant that serves your department:

(See: <http://www.washington.edu/admin/hr/contacts/hrrep.assignments/hrrep.dept.order.html>)

### **Leave Planning**

The parental leave planning work sheet will help you plan for your parental leave by recording the leave you expect to have available for parental leave, and the amount of leave you plan on taking.

If you project having fewer hours of leave than the amount of parental leave you plan on taking, some of your parental leave will have to be leave without pay, or you will have to shorten your planned parental leave.

### **Health Insurance Coverage**

Your health insurance coverage will continue during an approved period of parental leave so long as you are in pay status for at least 8 hours in any month you are on parental leave. If you need to, you can use 8 hours of paid leave per month for up to 4 months to maintain health insurance coverage. If you do not have paid leave but are eligible for leave under the Family and Medical Leave Act, your health insurance will be covered for up to 12 weeks of FMLA covered leave. Employees remain responsible for premiums or co payments.

### **Family and Medical Leave Act Eligibility**

To be eligible for coverage by the Family and Medical Leave act you have to meet the following criteria:

- Have worked for the State of Washington a combined total of 12 months;
- Worked at least 1250 hours in the previous 12 months, not including paid leave time;
- Not have exhausted any FMLA eligibility you may have had during the current calendar year.

## Parental Leave Planning Worksheet

Record the following information to help you plan your leave

Your Percent Time (100%, 50% etc)	_____ %
Your Employment Program Classified Non Union (covered by civil service rules) Contract Classified (covered by contract) Professional Staff Librarian Temporary Staff	If you are "contract classified" review the applicable portions of the your contract – see <a href="http://www.washington.edu/admin/hr/laborrel/contracts/index.html">http://www.washington.edu/admin/hr/laborrel/contracts/index.html</a> for all contracts. If you are professional staff, review the leave section of the professional staff program at: <a href="http://www.washington.edu/admin/hr/pol.proc/prostaff/index.html">http://www.washington.edu/admin/hr/pol.proc/prostaff/index.html</a>
Date you expect your leave to begin	_____
Project total non sick leave time you can use for your leave	
Current Vacation Leave Balance	_____ hours
VL accrual rate x # months before leave begins =	→ + _____ hours
Sub Total	_____
Hours of planned vacation leave use before leave starts =	→ - _____
Total Projected Vacation Leave Accumulation	_____
Accumulated Compensatory Time Hours (if any)	+ _____ hours
Available personal holiday time (if any)	+ _____ hours
Total Projected Non Sick Leave hours that can be used for parental leave →	_____
Total projected hours/Work hours per work day =	_____ Projected days of leave available
Project Your Sick Leave Balance at the Planned Start of Your Leave	
Current Sick Leave Balance	_____ hours
SL accrual rate x # months before leave begins =	→ + _____ hours
Sub Total	_____
Hours of Planned Sick Leave use before leave starts =	→ - _____
Total Projected Hours Sick Leave Accumulation	_____
Total projected hours/Work hours per work day =	_____ Projected days of leave available
Desired period of parental leave	From (date)_____ to (date)_____ = Total work days_____
For Birth Mother – Health care provider estimated period of temporary disability (work days)	From (date)_____ to (date)_____ = Total work days_____
Are you FMLA eligible?	__ Yes or __ No  If you are FMLA eligible, you will receive employer paid health insurance coverage for up to 12 weeks of parental leave

After you have completed this form you will have the information you need to help you plan for your parental leave. You will know the amount and types of leave you have available, whether you are FMLA eligible, and the length of your planned parental leave. You will know how much of your parental leave will be covered by paid leave and how much, if any will have to be leave without pay.