FAQ – PARENTAL LEAVE BENEFIT

The following provides an overview University of Chicago’s Parental Leave Benefit and anticipated questions regarding the implementation of the benefit and associated process.

PARENTAL LEAVE BENEFIT OVERVIEW

OVERVIEW
The University of Chicago has added a fully paid parental leave benefit to the University’s total rewards suite. The benefit is effective 10/1/2018 for non-union represented, benefits eligible, staff employees who have one consecutive year of service prior to the birth or adoption of a child.

FAQs
Why is this benefit being added?
Paid parental leave supports eligible employees, allowing them additional paid time with their families when they experience the birth or adoption of a child.

Can employees receive this benefit retroactively prior to 10/1/2018?
No, only births and adoptions occurring 10/1/2018 or later may qualify for parental leave.

What paperwork will be required to qualify for the parental leave benefit?
To request the parental leave benefit, the employee must complete the Leave Request Form and return it to their unit Human Resources Professional and Leave Administration. As noted on the Leave Request Form, the employee must also provide supporting documentation to Leave Administration.

Who is considered eligible for this benefit?
Employees who are benefits eligible and have completed one consecutive year of service prior to the birth or adoption are eligible for parental leave. Employees who are represented by a union are not eligible unless the benefit is provided under their collective bargaining agreement.

How will this time be recorded in Workday?
The employee will be placed on parental leave by Leave Administration.

If an employee has more than one job, how will the benefit be paid and to what department cost center?
While on parental leave, the employee will be paid at the regular base rate for the scheduled weekly hours of work of their primary position.

How far in advance should an employee apply for this leave?
Employees should provide written notice to their supervisor requesting the leave at least 30 days in advance when possible. When that is not possible, they should provide written notice as soon as is practical.

If the employee doesn’t apply and submit the required documents, will they still receive the benefit?
No, the employee must follow the requirements of the policy to be eligible for the parental leave benefit.

How does the parental leave benefit work with FMLA?
If the employee is eligible for both parental leave and FMLA, they will run concurrently.
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How does the parental leave benefit work with short-term disability (STD)?
Employees eligible for STD may elect to use paid parental leave in up to two one-week increments to cover the STD waiting period. This may be done regardless of the employee’s accrual balance. An employee who chooses to take one or two weeks of parental leave to cover the STD waiting period must use the remaining four or five weeks of paid parental leave in a single block within one year of the child’s birth.

Employees may also elect to forgo STD benefits and use parental leave, however a return to work release is still required.

TIMING
Parental leave must be completed within one year after the birth or adoption of the child and must be taken in one block, except as allowed to cover the STD waiting period.

If both parents are University employees, each is entitled to parental leave. If both work in the same department, the department may elect to allow only one parent to take parental leave at a time.

MORE INFORMATION
More information is available from the following sources:
- Policy U528 Parental Leave
- Leave Request Form
- University Leave Administration: leaveadministration@uchicago.edu or (773)702-9634