Contact Information

Human Resources Customer Service Center
1590 North High Street, Suite 300, Columbus, OH 43201-2190
614-292-1050
800-678-6010
Fax: 614-292-6235
Provides information on human resources services and benefits. Houses Office of Human Resources publications and forms.

Human Resources
1590 North High Street, Suite 300, Columbus, OH 43201-2190
614-292-2800
Fax: 614-292-0549
Consults on a wide variety of human resource topics including leave policies and alternative work arrangements.

Academic Affairs
Bricker Hall, 190 North Oval Mall, Columbus, OH 43210
614-292-5881
Fax: 614-292-3658
Consults and advises on faculty issues.

The Ohio State University Health Plan, Inc.
700 Ackerman Road, Suite 580, Columbus, OH 43202
614-292-4700 or 800-678-6265
Fax: 614-292-1166
Provides medical case management, pre-certification for medical services, and behavioral health referrals.

Ohio State Employee Assistance Program (EAP)
700 Ackerman Road, Suite 580, Columbus, OH 43202
614-292-4472 or 800-678-6265
Fax: 614-292-1166
Provides 24/7/365 confidential counseling services for faculty and staff experiencing personal distress that may interrupt or cause deterioration in work performance. Services are voluntary, free, and confidential.

Human Resources Integrated Disability
1590 North High Street, Suite 300, Columbus, OH 43201-2190
614-292-3439 or 800-678-6413
Fax: 614-292-0271
Coordinates work-and non-work-related illness and injury cases, helps establish a disability claim and facilitates return to work.
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**Introduction**

The Ohio State University is committed to providing a work environment that is healthy, supportive and considerate of employees' work and personal life obligations. The university’s work/life effort entails providing programs, policies, and services to assist faculty and staff with better integration of their professional and personal lives to help employees feel more productive, engaged, and satisfied in their work environment.

The Parental Leave Guidebook supports the academic plan’s interest in recruiting and retaining the best employees and is designed to help faculty and staff better understand university policies, procedures and philosophy as they relate to pregnancy, childbirth, adoption, foster care and child care issues. The information contained in the guidebook is to support those who face the joy and challenges of parental responsibilities, is meant to be explanatory, and does not replace current policies, which are found at the Human Resources website at hr.osu.edu.

The guidebook begins with providing information about all types of parental leaves (maternity, paternity, adoption, and foster care). It then details the medical benefits available and other benefit options. It concludes with issues specific to faculty, working schedule options for staff and a resource section.

**Parental Leave**

Ohio State provides parental leave to male and female faculty and staff. Whether you are taking leave for maternity, paternity, or adoption, our leave policies provide you several options for paid time off. Additional paid time off may also be an option, depending on your leave balances, as well as unpaid time off as permitted by Family and Medical Leave. Understanding your parental leave options begins with the [Family and Medical Leave policy 6.05](#).

**Family and Medical Leave**

Family and Medical Leave (FML) allows you to take time off for childbirth, adoption or foster care placement. You are eligible for Family and Medical Leave if you:

- have been employed with Ohio State for at least 12 months, and
- have worked 1040 hours in the previous 12 months, and
- are having a baby or having a child placed in your home for adoption or foster care.

For full-time employees, FML entitles you to take 12 weeks of job protected leave within a rolling 12-month period. If you have already used FML time in the previous 12-month period, you will be eligible for only the remainder of the 12-week balance that you have not used. Part-time employees are eligible for 12 prorated weeks, prorated based on the number of hours regularly worked each week.

FML may be taken as paid leave or unpaid leave per policy requirements. To take FML as paid leave you must use your accrued sick leave and/or vacation leave and/or parental leave, as appropriate. To better understand how to use your leave time with FML, the following pages outline specific situations in a question and answer format. This section is organized based on an individual’s family situation, such as a birth mother or an adoptive parent. At the end of the section, you will find a chart of several examples to further detail how FML is used concurrently with your other accrued leave options.

“I am a new birth mother”

1. **How much leave time am I entitled to and how will I be compensated?**

   Birth mothers, who are employed in a position with a full-time equivalency (FTE) of 75% or greater and who have completed one year of service, may receive up to six weeks of full pay under Ohio State’s parental leave section of the [Paid Leave Programs policy 6.27](#).

   As a birth mother you may also use up to 6 weeks of your sick leave for your medical recuperation and to care for your newborn child. This sick leave may be used during the FML eligibility period. If you are eligible, FML will run concurrently with parental leave and sick leave taken for this FML qualifying leave.

   Any non-medical leave beyond the twelve weeks is approved at your supervisor’s discretion. You can use your vacation or comp time, or unpaid leave per policy requirement to cover this additional leave. Refer to the chart of examples at the end of this section to illustrate how these leaves work together.
2. **What if I don’t have enough leave time to be paid for the twelve weeks of FML?**

A birth mother who qualifies for FML and parental leave may receive up to 6 weeks of FML as parental leave. The remaining 6 weeks of FML may be paid with any combination of sick leave (up to 6 weeks), or accrued vacation or compensatory time. If the birth mother elected Short Term Disability (STD), she may use parental leave during the STD elimination period (30 calendar days) and receive STD benefits for the remainder of the leave that is medically documented. The employee can then use the remaining portion of her parental leave following the termination of STD benefits. If sufficient accrued time is not available the remaining weeks of the 12 week FML time may be taken as unpaid leave.

3. **Can I take time off beyond the 12 weeks?**

You may take time off beyond the 12 weeks with approval from your department. The following chart outlines your options, depending on the reason for the leave.

<table>
<thead>
<tr>
<th>You are taking leave beyond twelve weeks due to</th>
<th>Example</th>
<th>You will continue to receive compensation by using</th>
<th>You do not have enough accrued time¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONAL Reasons</td>
<td>You have decided to spend more time with your newborn</td>
<td>Accrued vacation or comp time</td>
<td>You may request an unpaid personal leave of absence, approval is at the discretion of your department</td>
</tr>
<tr>
<td>MEDICAL Reasons for yourself</td>
<td>You are unable to return to work due to your medical condition</td>
<td>Accrued sick leave should be used first and then vacation or comp time. Short-term (STD) or long-term disability (LTD) may be options.</td>
<td>You may request an unpaid medical leave of absence once all leave time is exhausted; you must provide medical documentation. Contact Integrated Disability to apply for disability benefits.</td>
</tr>
<tr>
<td>MEDICAL Reasons for immediate family member</td>
<td>Your baby has developed a serious health condition</td>
<td>Accrued sick leave should be used first and then vacation or comp time.</td>
<td>You may request an unpaid personal leave of absence and provide medical documentation; approval is at the discretion of your department.</td>
</tr>
</tbody>
</table>

¹ Approval of unpaid medical and unpaid personal leaves is at the discretion of the department.

Any unpaid personal leave may have significant impact on your benefits (see the Benefits section of this guidebook for additional information). Contact your unit human resource professional or the Human Resources Customer Service Center before your leave begins (see contact information on page 2).

4. **Can I still take 12 weeks of leave if I don’t qualify for FML?**

In the absence of accrued benefit time, birth mothers are entitled to an unpaid medical leave of absence (based upon the number of weeks that a physician deems appropriate) for your medical recovery (typically 6-8 weeks). If you don’t qualify for 12 weeks of FML which runs concurrently with the unpaid leave, you may request an additional unpaid personal leave of absence and its approval is at the discretion of your supervisor.

5. **If I qualify for FML, can I divide up my 12 weeks of leave?**

For example, I want to take six weeks right after the birth of the child and then take six additional weeks several months later.

If you qualify for FML, you may divide up your total 12 weeks within the first year after the birth of your child. If you would like to take your remaining FML allotment beyond the first 12 weeks, plan ahead and negotiate this with your supervisor as early as possible.

6. **If I qualify for FML, can I choose not to use my leave time as FML?**

Having a baby is one of the qualifying events under FML. Leave time taken for this event, by an employee who meets the eligibility criteria, must be designated as FML, pursuant to federal regulations and university policy.

7. **How do I request a leave and what forms do I need to complete?**

Once you know your projected due date, you should notify your supervisor of approximately when you will be off work and for how long. Once the date is confirmed, you will need to:

- Complete the eLeave process and obtain appropriate permissions; if you are eligible for FML, be sure to mark the FML checkbox.
• Provide other necessary documentation with appropriate signatures to your supervisor.
• A Medical Certification of Healthcare Provider for Employee’s Serious Health Condition form is needed for FML and the medical conditions of yourself and/or child. This form is available via the provided link, through your unit human resource professional or the Human Resources Customer Service Center (see contact information on page 2). Once your completed forms are returned, your unit human resource professional will provide information about your FML eligibility and FML rights.
• Plan on providing status reports to your supervisor and expected return to work date.
• If you have Short Term Disability, contact Integrated Disability to apply for disability benefits.

8. What must I do to return to work from leave?
The amount of leave to be taken should be discussed and agreed upon with your supervisor before the event. Following the birth, confirm with your supervisor the exact date of your return. If you were on an extended leave due to your medical condition, be sure to acquire a medical statement indicating your return to work date and any request for accommodations from your physician. It is recommended that you provide your supervisor with at least two weeks notice before returning to work.

“I am a new father, domestic partner, adoptive parent, or foster parent”

1. How much leave time am I entitled to and how will I be compensated?
New fathers and adoptive parents, who are employed in a position with a full-time equivalency (FTE) of 75% or greater and who have completed one year of service may receive up to three weeks of parental leave. The three weeks of parental leave may be used anytime during the FML eligibility period. If you meet the criteria for FML, you may also use any of your accumulated vacation or compensatory time to be paid and extend your leave up to nine more weeks to receive the full 12 weeks of FML. Refer to the chart of examples at the end of this section to illustrate how these leaves work together.

2. What if I don’t have enough leave time to be paid during my twelve weeks of FML?
If you qualify for FML, but do not have enough leave balance available for the nine weeks of FML after the parental leave weeks are exhausted, you may take the remainder of the FML qualifying time as unpaid leave.

3. Can I take time off beyond the 12 weeks?
You may take time off beyond the 12 weeks with approval from your department. The following chart outlines your options, depending on the reason for the leave.

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<tr>
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<td>Your baby has developed a serious health condition</td>
<td>Accrued sick leave should be used first and then vacation or comp time</td>
<td>You may request an unpaid personal leave of absence and provide medical documentation; approval is at the discretion of your department</td>
</tr>
</tbody>
</table>

¹ Departments may approve unpaid personal leave up to a total of six months for Classified Civil Service staff and one year for faculty and unclassified staff.

Any unpaid personal leave may have a significant effect on your benefits (see the Benefits section of this guidebook for additional information). It is recommended that you contact your unit human resources professional or the Human Resources Customer Service Center before your leave begins (see contact information on page 2).
4. **Can I take 12 weeks of leave even if I don’t qualify for FML?**
   You may still qualify for parental leave. You may also qualify for sick leave if a medical situation exists. If you do not qualify for parental leave or sick leave, then you may request vacation and/or compensatory time then you may request an unpaid leave, all at your supervisor’s discretion.

5. **If I qualify for FML, can I divide up my 12 weeks of leave?**
   For example, I would like to take one week right after the birth/adoption and then take two additional weeks several months later.
   If you qualify for FML, you may divide up your total 12 weeks within the first year after the birth, adoption or foster care placement of your child. If you would like to take your remaining FML allotment beyond the first 12 weeks, you should negotiate this with your supervisor in a timely manner.

6. **If I qualify for FML, can I choose not to use my leave time as FML?**
   Having a baby is one of the qualifying events under FML. Leave time taken for this event, by an employee who meets the eligibility criteria, must be designated as FML, pursuant to federal regulations and university policy.

7. **How do I request a leave and what forms do I need to complete?**
   Once you know that you will need to take time off for the birth of your child or placement of your adoptive or foster child you will need to:
   - Notify your supervisor of approximately when you will be off work and for how long.
   - Complete the eLeave process and obtain appropriate permissions; if you are eligible for FML, be sure to mark the FML checkbox.
   - Provide other necessary documentation with appropriate signatures to your supervisor:
     - **Medical Certification of Healthcare Provider for Family Member’s Serious Health Condition form** is needed for the medical conditions of spouse/partner and/or child. This form is available via the provided link or through your unit human resource professional or the Human Resources Customer Service Center (see contact information on page 2).
     - Adoption Decree if adopting.
     - Individual Child Care Agreement if becoming a foster parent.
     - **Affidavit of Domestic Partnership form** on file with your department and the Office of Human Resources.
   - Plan on providing status reports to your supervisor and expected return to work date.

8. **What must I do to return to work from leave?**
   Negotiate your leave time with your department or supervisor before the event. As soon as possible, following the birth or child event, notify your supervisor of the exact date of your return.

   Specific calculations for exact balance upon return to work include this formula:

   \[
   \text{Balance upon Return} = \frac{\text{Current Balance}}{\text{Sick, Vacation, Compensatory Time Used for Leave}} + \text{Time Earned during Leave}
   \]

   Where:
   - **Current Balance** is the time remaining for you to take off
   - **Sick, Vacation, Compensatory Time Used for Leave** is the time already taken
   - **Time Earned during Leave** is the time earned during your leave
### Classified Civil Service Staff – Example Using Leave Time

**Example**
- Sally, a full-time custodial worker who has been employed for over 6 years, is pregnant.
- During the course of her pregnancy, Sally had many pre-natal visits. Most of the visits were scheduled during her off-hours; however, at the time of delivery, she had used a total of 8 hours of FML for pre-natal visits.
- Sally would like to take the rest of her 12 weeks off after delivery.

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<thead>
<tr>
<th>Current Leave Balances</th>
<th>How Employee will Manage Leave Time?</th>
<th>Approximate Balances Upon Return to Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick – 9 weeks</td>
<td>According to Sally’s current leave balances, she will take 5 weeks and 4 days of sick leave after the baby is born and 6 weeks of parental leave to complete her 12 weeks off for FML.</td>
<td>Sally will continue in a paid status during her leave and therefore will continue to accrue sick and vacation time while on leave just as if she were working. If Sally had purchased the Short Term Disability (STD) option before her pregnancy her leave balances upon return to work would be greater. See “Other Benefits” section of this guidebook for more information.</td>
</tr>
<tr>
<td>Vacation – 4 weeks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comp Time – 1 week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FML – 11 weeks and 4 days</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Unclassified Staff – Example Using Leave Time

**Example**
- Ahmed is a full-time accountant and has been employed for 3 years.
- Ahmed had a difficult year because his aging mother needed help after a major surgery and Ahmed missed 2 weeks of work for this.
- Ahmed's wife is expecting their first baby and he would like to take 12 weeks off from work once the baby is born.

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<tbody>
<tr>
<td>Sick – 4 weeks</td>
<td>Because Ahmed has already used 2 weeks of his 12-week FML allotment he is only entitled to 10 more weeks of FML. Ahmed may receive up to 3 weeks of parental leave which will run concurrently with his remaining 10 weeks of FML allotment. After the 3 weeks of parental leave and FML, Ahmed will have 7 weeks of FML remaining. Ahmed may take the 7 remaining weeks of FML as paid leave using his vacation or compensatory time and then using unpaid leave Any time taken after the FML allotment is at the supervisor’s discretion.</td>
<td>Ahmed will continue to accrue sick and vacation time while in a paid status but will not accrue leave time during the unpaid leave.</td>
</tr>
<tr>
<td>Vacation – 1 week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comp – 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FML – 10 weeks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Unclassified Staff – Example Using Leave Time

**Example**
- Margaret has been employed for 12 years as a part-time systems specialist, working 35 hours a week.
- She and her partner are adopting a baby. She would like to take 8 weeks off to be with her new baby.

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<tbody>
<tr>
<td>Sick – 13 weeks</td>
<td>Margaret may receive up to 105 hours (three 35-hour weeks) of parental leave. She will also be able to use 2 weeks (of 35 hours each) of vacation, thereby giving her 5 weeks of paid FML. She may take the remaining 3 weeks off as unpaid leave to reach her goal of 8 weeks. Note: If Margaret desired more time off, she is entitled to the remaining 4 weeks of FML off as unpaid leave, for a total of 12 weeks of FML.</td>
<td>Margaret will continue to accrue sick and vacation time while in a paid status but will not accrue leave time during the unpaid leave.</td>
</tr>
<tr>
<td>Vacation – 2 week</td>
<td></td>
<td></td>
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<td>Comp Time – N/A</td>
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<td>FML – 12 weeks</td>
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### Faculty – Example Using Leave Time

**Example**
- Jackie is a 9 month faculty member, who is having a baby during fall semester.
- She would like to take the rest of fall semester off, which would be about 2 weeks and all of spring semester.

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<thead>
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<td>Sick – 5 weeks</td>
<td>Since Jackie is teaching fall semester, she has arranged with her department chair to have another faculty member cover the last 2 weeks of classes for fall semester when she is due to deliver. This time will count towards FML and she may use 2 weeks of her parental leave to be paid for this time. To avoid using leave time, Jackie has arranged with her chair to change her off-duty semester from summer term to spring semester. For this year only she will be off-duty during spring semester and can stay home with her child. Jackie will return and will work summer term.</td>
<td>Jackie will continue to accrue sick leave during her entire leave.</td>
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### Unclassified Staff – Example Using Leave Time

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- During the course of her pregnancy, Sally had many pre-natal visits. Most of the visits were scheduled during her off-hours; however, at the time of delivery, she had used a total of 8 hours of FML for pre-natal visits.
- Sally would like to take the rest of her 12 weeks off after delivery.

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### Faculty – Example Using Leave Time

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<td>Jackie will continue to accrue sick leave during her entire leave.</td>
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<td>FML - 12 weeks</td>
<td></td>
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Health Benefits

Health Plan Benefits

If you are enrolled in university health coverage, there are several items to remember as you anticipate the new addition to your family. It is important to ensure that you are enrolled in your health plan choice at the time of birth, adoption or foster care placement.

CoPays and Deductibles – What about Coinsurance?

Depending on your health plan, you may have a copay or deductible that must be met prior to the birth or at the time of birth. It is important to understand the guidelines of your particular plan prior to the birth. Please refer to your Medical Plans – Specific Plan Details for plan guidelines or visit hr.osu.edu.

Prenatal Care

It is important to begin your prenatal visits and care early in your pregnancy. All of the university’s health plans provide prenatal coverage. Some plans have a copay that is paid upon the first doctor’s visit and others have a deductible that will require that you pay 20 – 30 percent of the bill. Please refer to your Medical Plans – Specific Plan Details for plan guidelines or visit hr.osu.edu.

Mother and Baby Care

You will have access to a lactation consultant during your hospital stay, regardless of what health plan you are enrolled in or where you deliver your baby. The consultant will help with questions or concerns regarding nursing and can be a valuable resource even after your return home from your hospital stay. Additionally, the hospital will provide instructions on how to care for yourself and baby, including bathing, changing and feeding your little one. Your pediatrician and OBGYN will continue to be great resources for questions about care and development of your baby and mom’s recovery.

Lactation sites are available around campus and the medical center to aid in a mother’s desire to continue nursing upon her return to work. Consult your unit human resource professional or Work Life for the nearest lactation site or for information on pumping at work if a formal lactation site is not located near your worksite.

Home Visit

You may have an option for a home visit from a registered post-partum nurse. At this visit, the nurse will assess mother and baby for general health, care, feeding, questions and concerns.

Adding a Child to your Health Plan

You have 31 days following the birth, adoption or placement to add the child to your medical, dental, vision, and life insurance plans. It is your responsibility to initiate the process of adding your child to your health coverage. You can do this in one of two ways: online via eBenefits (Employee Self Service) or with a Health Election Form at http://hr.osu.edu/public/documents/forms/ben/healthplanenroll.pdf. You may contact the Human Resources Customer Service Center to obtain enrollment forms (see contact information on page 2), or obtain the forms from your department HRP or at hr.osu.edu. Return the completed form(s) to Human Resources Customer Service. Once the completed enrollment forms and other necessary documentation have been received by the Office of Human Resources (OHR), the family status change will cover medical expenses per plan guidelines back to the qualifying event date. Remember, this is a 31 day deadline.

Tax Considerations

You may want to consider changing the exemptions on your tax form (W-4 Form). Contact your department human resource professional or the Office of the Controller, Payroll Services for the proper paperwork if you are interested in making a change.

Well-Child Care

All of the university health plans provide coverage for well-child care including physical examinations, laboratory, x-rays, immunizations and vaccinations. The number of well care visits is determined by the child’s age and the plan in which you are enrolled. Depending on the plan, you may either have a copay or deductible and coinsurance. However, most plans provide for six to 10 well-child exams for children ranging from birth to 24 months. Refer to your Medical Plans – Specific Plan Details document and the OSU Health Plan, Inc.’s Pediatric Preventive Care Guidelines or at hr.osu.edu.
Benefits Available While on a Leave of Absence

When planning a leave of absence you should consider your health coverage for the time period you will not be working. The manner in which your health care premium and/or coverage are paid will depend upon the type of leave of absence you are taking. Please refer to the following list to better understand this process.

Family and Medical Leave (FML) Paid

If you are eligible for FML and enrolled in a university sponsored health plan prior to your leave and use accumulated sick leave, compensatory time, or vacation leave, your benefits continue as if you were working. (See FML section of this guidebook for further information regarding FML eligibility.)

Family and Medical Leave (FML) Unpaid

If you are eligible for FML and are not paid while on leave, you will need to pay the applicable employee contribution rates to continue to receive the same elected university benefits as when you were actively working. You will be responsible for the cost of any voluntary benefits in which you are enrolled at the time of your leave.1 (See FML section of this guidebook for further information regarding FML eligibility.)

Unpaid Medical Leave

If you are enrolled in a university health plan prior to your leave you will need to pay the applicable employee contribution rates to continue to receive the same elected university benefits as when you were actively working. You will also be responsible for the cost of any voluntary benefits in which you are enrolled at the time of your leave.1

Unpaid Personal Leave

If you are taking an unpaid personal leave you will need to pay the applicable employee contribution rates to continue to receive the same elected university benefits as when you were actively working.

Refer to Benefits Continuation while on Approved Leave of Absence for additional information.

Other Benefits

As you think about adding to your family, there are additional Ohio State benefits that may apply to you. The following section will explain these additional benefits.

Adoption Assistance

If you adopt a child, the university may reimburse up to $5,000 for each adopted child for adoption-related expenses to eligible faculty and staff. This reimbursement will occur after the child has been placed in your home.

Eligibility

Faculty or staff must be enrolled in one of the university’s sponsored health plans to be eligible for the Adoption Assistance benefit. If both you and your spouse/domestic partner are university employees, the benefit maximum may not exceed $5,000 per child. Adopted children must be under 18 years of age and may be biologically related to either parent. Adoptions made through public, private, domestic, international and independent means are eligible.

How to Receive the Benefit

Upon placement of the child in your home, complete the Adoption Assistance claim form. This form is available from the Human Resources Customer Service Center or can be obtained from the OHR web site at hr.osu.edu. Submit this form along with a copy of the adoption placement certificate or final adoption decree and all eligible receipts. Receipts must be in U.S. dollars.

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1 Voluntary benefits = Dependent Group Term Life Insurance (DGLTI), Voluntary Group Term Life Insurance (VGTLI), Short Term Disability (STD)
Reimbursable Services
Most expenses directly related to the adoption are reimbursable, including:

- Agency and placement fees
- Legal fees and court costs
- Required medical expenses for child prior to adoption
- Immigration fees
- Immunization costs
- Translation services
- Transportation and lodging expenses
- Examples of non-reimbursable expenses include:
  - Medical exams for the adopting parents
  - Cost of personal items, i.e. clothing, food
  - Expenses incurred while not an employee

Tax Implications
Reimbursement for adoption related expenses will be included in your regular pay. State tax will be deducted from this amount. You are responsible for any federal tax implications at the time of annual filing.

Infertility
The university’s medical benefit plans provide for examinations and procedures for infertility. This coverage is provided only to individuals who have a medical reason of infertility. It does not cover reversal of elective sterilization, i.e., tubal ligation or vasectomy. Coverage is provided per medical plan guidelines that are stated in your Medical Plans – Specific Plan Details. For further details please contact OSU Health Plan, Inc. (see contact information on front cover).

Flexible Spending Accounts (FSA)
An FSA allows you to pay for health care and/or dependent care expenses through pre-tax payroll deductions. When enrolling, you determine how much money you want to contribute from your pay before taxes are calculated. You will be reimbursed from the account as you incur eligible expenses and submit claims for them. Ohio State has partnered with TASC, to make it easy for participants to manage their FSAs.

For this program to be financially advantageous, it is necessary that you estimate as accurately as possible your health care and/or dependent care expenses for the plan year. Any unused funds in the FSA at the end of the plan year will be forfeited per IRS guidelines.

You must enroll for this option within 31 days of a family status change or during an annual open enrollment period.

Dependent Care FSA
The Dependent Care FSA is used for dependent care expenses that are incurred during your work hours. This can apply to a day care facility or in-home care for dependents under age 13, or care for an adult dependent that is physically/mentally incapable of self-care. Your contributions can range from $250 to $5,000 per year per household.

The childcare provider cannot be your child under age 19, or anyone else you or your spouse can claim as a dependent for tax purposes. You will be required to report the Tax ID number or social security number of your dependent care provider. Dependent Care FSA may not be advantageous for all employees. Greater tax savings may be gained by claiming available tax credits on both the state and federal tax return (particularly employees earning in the range of $25,000 or less). To determine which is more advantageous for you, consult a tax advisor for assistance.

Health Care FSA
The Health Care FSA can be used for eligible health care expenses that have not been paid by your health coverage. Your contributions can range from $100 to $2,500 per plan year per employee. Eligible services must be received and paid during the benefit plan year. Some examples of eligible expenses for you and your dependents may include:

- your portion of out-of-pocket costs for medical, dental and vision service expenses
• prescription medications
• hearing care expenses
• orthodontia (adult and children)

For a full listing of eligible and ineligible expenses, visit FSA Online at hr.osu.edu.

If you enroll in a Health Care FSA, you will be mailed Health Care Flex Card from TASC. You can present your Health Care Flex Card for payment at the point of service and eligible expenses will be deducted directly out of your FSA, up to your election amount. Save all your receipt(s) in case you are asked to present them.

Please refer to the Flexible Spending Accounts – Specific Plan Details online for more information about FSAs.

Reimbursement
You may submit your request for reimbursement online, on your smartphone, by fax or mail. If you set up your direct deposit information with TASC, your reimbursements will be processed within 72 of claim approval if funds are available. If you do not have direct deposit, a paper check will be mailed to your home address.

If you are interested in a Flexible Spending Account refer to My FSA, My Way at:
hr.osu.edu/public/documents/benefits/FLEX_QuickStart-WEB.pdf.

Short-Term Disability Insurance
The Short-Term Disability (STD) benefit is an optional program that is designed to provide disability income benefits after a 30-calendar day waiting period. Enrollment for the STD coverage is voluntary and you pay the after-tax premiums. STD is a non-taxable income benefit.

Eligibility
Your eligible appointment must be 50% full-time equivalent (FTE) or greater. Faculty and staff, who are eligible for the university provided Long-Term Disability (LTD) benefit, are eligible to elect the optional STD coverage. Note: Faculty and staff of university-affiliated groups are not eligible for STD coverage.

Benefit
If you are approved and have met the 30-day waiting period, you will receive 60% of your gross monthly wage base up to a maximum benefit of $5,000 per month.

Example
Jane is a three-year staff member who goes on parental leave and has previously opted for STD coverage. Given Jane’s length of service and hours worked she is also covered under FML. Jane chooses to supplement the 60% disability benefit with 25% of her pay. She chooses to stay off work for the full 12 weeks of FML to bond with her baby. The following describes how Jane will be paid using her leave benefits and STD:

<table>
<thead>
<tr>
<th>Leave</th>
<th>Benefit Program</th>
<th>Percent Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 4 weeks</td>
<td>FML and paid parental leave</td>
<td>100%</td>
</tr>
<tr>
<td>Day 31-42 (approximately weeks 5 and 6)</td>
<td>FML and STD if Jane has a medical condition that qualifies her to activate her select term disability benefit. If Jane chooses to supplement her disability benefit, deductions will still be taken from the supplemented amount, therefore, it may not be beneficial to supplement with accrued benefit time.</td>
<td>60% of gross monthly wage from disability leave. Supplemented amount minus deductions.</td>
</tr>
<tr>
<td>Weeks 7-8</td>
<td>FML and paid parental leave.</td>
<td>100% or unpaid</td>
</tr>
<tr>
<td>Weeks 9-12</td>
<td>FML and vacation, compensatory leave time and/or unpaid leave.</td>
<td>100% or unpaid</td>
</tr>
</tbody>
</table>

Note: retirement, health care and other deductions will be withheld from sick leave, vacation and/or comp time pay.

If you are currently enrolled in STD coverage, contact Unum at 866-245-3013 to initiate the STD Claim.

Contact Integrated Disability for questions related to STD coverage and benefit coordination with paid parental leave to maximize both benefits properly. Refer to the Short Term and Long Term Disability SPD for additional information.
Dependent Group Term Life Insurance (DGTLI)

The addition of your new family member provides the opportunity to enroll in Dependent Group Life Insurance. This benefit pays up to $10,000 (depending on coverage level selected) to you in the event of the death of a covered dependent. The DGTLI premium is deducted from your pay on an after-tax basis.

If you are eligible, you may enroll within 31 days of a qualifying event or as a new employee. Requests for enrollment at any other time require submission of an “Evidence of Insurability” form and determination of acceptance by the insurance carrier. Once enrolled, you remain enrolled until you experience a qualifying event, transfer to an ineligible appointment, or at termination of employment. You may cancel your DGTLI enrollment at any time with 30 days written notification.

Voluntary Group Term Life Insurance (VGTLI)

Voluntary Group Term Life Insurance is an additional, optional life insurance coverage that provides term life insurance benefits, for you and your dependents. This coverage is purchased in 1x, 2x, up to 8x your salary increments. This is in addition to the university-provided group term life insurance benefit.

Eligibility

Your eligible appointment must be at least 50% FTE. You must elect coverage on yourself to elect coverage on your spouse or children. The amount of coverage you elect for your spouse is limited to one-half of the amount you elect for yourself. Refer to the Benefits Overview for Faculty and Staff document or at hr.osu.edu.

Cost

You are responsible for the premiums on an after-tax basis. The rate is based on your age and will increase as you reach each qualifying age. It is also based on whether you are a tobacco user. This benefit is subject to the age reduction formula, meaning that beginning at the age of 65, benefits are reduced. VGTLI after-tax rates are available at hr.osu.edu/benefits/hb_rates.

Issues Specific to Faculty

Faculty members who have been employed for at least 12 months are eligible for paid parental leave. To take formal leave beyond paid parental leave, you may use sick leave, vacation (applies only to faculty on 12 month appointments), or unpaid leave as described in the Leave Section of this guidebook. Explanation of the unpaid Leave of Absence (LOA) is available in the Unpaid Leave policy 6.45. Use of paid or unpaid leave is generally necessary to be on leave with no assigned duties.

Modifying Your Schedule

The initial time demands of a new addition to your family may in some cases be accommodated by a rearrangement of your academic duties in place of taking a leave or in conjunction with one.

Any request to modify your schedule must be discussed with and approved by the head (e.g. department chair, school director, or dean) of your tenure-initiating unit (TIU). Requests are reviewed on a case-by-case basis.

Some colleges, usually those with flexible curricula, have policies for reducing or rearranging teaching load in response to a faculty member's new parental responsibilities. In other colleges, course schedules and other duties such as clinical or outreach responsibilities, are determined on the basis of relatively inflexible curricula and staffing that require specific faculty expertise. In such situations, schedule rearrangement is more difficult and requires as much advance planning as possible.

During the semester before or after the birth or placement of your child, possibilities for schedule modification include but are not limited to:

- Reducing to some degree your structured teaching assignment and increasing research or service responsibilities, thereby leaving your total workload about the same but creating more flexibility with regard to schedule and work location.
- Shifting courses that cannot be taught by other faculty to another semester or term. In such cases, chairs should give careful attention to overall workload, with the goal of reducing formal course instruction over the course of the year in which the leave is taken.
- Shifting your off-duty months (applies only to nine-month faculty). For further guidance on off-duty time, see Section III
Parents Care The He has filed the affidavit of domestic partnership and has informed his supervisor of the event. He plans

Stan is a recently hired monthly paid Administrative Associate. His partner is pregnant and expecting their baby on July 1.

Domestic Partner of Birth Mother Using Inter

Sally’s work schedule and how she can be contacted at home. An e-mail is sent to a list of contacts, people who need notified of the change. Sally’s benefits, health care premiums, and wages are adjusted to reflect her part-time appointment.

Issues Specific to Staff Birth Mother Using Flexible and Alternative Scheduling

Sally has been at the university for 10 years and is a biweekly paid Office Associate who delivered a baby in January. Prior to her 12-week family and medical leave absence, Sally proposed an alternative work schedule to her supervisor to be implemented when she returned. Sally and her supervisor worked together to create an alternative work plan combining part-time, flex time, and alternative work site components to allow her more time at home with her baby.

They agreed to the following plan:

Work schedule: Part-time work – 30 hours a week. Monday, Wednesday, and Friday 7:30 a.m. – 4 p.m. in office (30 minute lunch break). Six hours per week at home reconciling accounts and transcription, to be worked at Sally’s discretion.

The plan will be evaluated the first of June for effectiveness; changes will be made if necessary. Holiday pay will be earned at the prorated amount. Sally will bring all work performed at home to work on Mondays and will review it with the supervisor. If Sally or her baby is ill and she is unable to complete her six hours of work at home, the time will be charged to available sick leave. A time sheet will be kept and given to the supervisor every other Friday. Sally and the supervisor post Sally’s work schedule and how she can be contacted at home. An e-mail is sent to a list of contacts, people who need notified of the change. Sally’s benefits, health care premiums, and wages are adjusted to reflect her part-time appointment.

Domestic Partner of Birth Mother Using Intermittent and Compressed Schedule

Stan is a recently hired monthly paid Administrative Associate. His partner is pregnant and expecting their baby on July 1. He has filed the affidavit of domestic partnership and has informed his supervisor of the event. He plans to take time off after

If you desire to reduce your appointment but remain in a tenure track position, review Faculty Rule 3335-5-19 (Section A) and discuss your interest in a part-time tenure track faculty position with the head of your TIU. This part-time status can also lead to an extension of the mandatory promotion and tenure review year; see the section on part-time faculty below.

Stopping the Tenure Clock

Ohio State’s faculty rules guarantee that all probationary regular tenure-track faculty members are entitled to stop the tenure clock for one year when they become parents through the birth of a baby or adoption of a child under the age of six. Faculty who are new parents should notify their chair about the birth or adoption by filling out the form listed below. Those who wish to decline the extra year should also fill out a form, which is also described below. These requests are guaranteed to be approved unless a non-renewal of appointment notice has already been issued or if the request is received after the TIU has initiated the mandatory promotion and tenure review process. This exclusion of time may be requested in one-year increments for each birth or adoption of a child under age six. The faculty rule defining this exclusion (3335-6-03 D.1) is available at trustees.osu.edu/assets/files/rules6/3335-6-03_000.pdf.

- This extension is guaranteed to be approved.
- Requests to adjust the tenure clock must be submitted:
  - within one year following the birth or adoption;
  - prior to the beginning of the year of the scheduled mandatory tenure review;
- To the head of your TIU (department or college) and then forwarded by the TIU to the dean and the Office of Academic Affairs on the notification form available at oaa.osu.edu/assets/files/documents/Form111_002.pdf. Faculty wishing to decline extending the clock should fill out a declination form, which is available at oaa.osu.edu/assets/files/documents/Form113.pdf.

Further information about all requests for exclusion of time from the probationary period is available in the Office of Academic Affairs Policies and Procedures Handbook online at oaa.osu.edu/handbook.

Under Faculty Rule 3335-06-03 (D) it is also possible to request a stop of the tenure clock due to adverse events beyond the faculty member’s control that seriously impede academic productivity. The maximum amount of time that may be excluded from the probationary period for any reason is three years.

If you desire to reduce your appointment but remain in a tenure track position, review Faculty Rule 3335-5-19 (Section A) and discuss your interest in a part-time tenure track faculty position with the head of your TIU. This part-time status can also lead to an extension of the mandatory promotion and tenure review year; see the section on part-time faculty below.
his partner returns from maternity leave to her job. His partner’s leave ends mid-August. Stan provides his supervisor with the application for leave form and proof of birth.

FML and parental leave are not available to Stan since he has not been employed at Ohio State for one year. He is entitled to use accrued vacation or compensatory time or sick time if his situation meets the requirements of the sick leave policy.

After six weeks of being on leave, Stan’s domestic partner is scheduled to return to her work, however, there is a problem with day care on Wednesdays. Stan works with his supervisor to create a compressed workweek for the following six weeks, during which time it is expected that the day care issues can be worked out. Stan works four, 10-hour days, Mondays, Tuesdays, Thursdays, and Fridays for the following six weeks. A plan is created that details many important considerations about the compressed schedule. The plan is agreed upon and signed by Stan and the supervisor. After six weeks the day care issue is resolved and Stan returns to his normal work schedule.

Adoptive Mother and Father, Both Ohio State Employees Using Reduced Appointment Schedule

Sue and Steve are married, monthly paid staff. They adopted a child and received the adoption assistance benefit. Both are eligible for FML and paid parental leave so each may receive three weeks of parental leave.

After returning to work, Sue decides that she would like to alter her schedule for the next two years by having summers off to coincide with the child’s school schedule. She discusses this with her supervisor. The supervisor is supportive of the idea since the level of activity for the unit drops in the summer months. The supervisor discusses the idea with Human Resources, since there are important considerations for a reduced appointment. After seeking support and advice, Sue’s appointment is changed, effective October 1 to a 9-month staff appointment that will be paid over 12 months. Her pay is reduced but she continues to work full time until June 30. On July 1, she continues to be paid at the reduced rate but does not work until October 1. This allows her unit to maintain service and operations while decreasing costs. It allows her to have summers off to be with her child. Her health care benefits remain the same. Consultation with the Human Resources is advised since reduced appointments can be confusing.

Resources

Caring for Children, hr.osu.edu/worklife/children
Child Care Center, hr.osu.edu/childcare
Flexible Work Arrangement Tools, hr.osu.edu/worklife/flexiblework
Flexible Work Policy 6.12, hr.osu.edu/policy/policy612.pdf
Office of Academic Affairs, oaa.osu.edu
Office of Human Resources, hr.osu.edu
The Women’s Place, womensplace.osu.edu
Work Life web site, hr.osu.edu/worklife
Leave Time for Birth Mother Decision Tree

Birth Mother (EE) goes out on leave & Family Medical Leave (FML) clock begins
hr.osu.edu/policy/policy605.pdf

Does the leave start prior to the birth event?

Y

Is EE enrolled In Short-term Disability (STD)?
hr.osu.edu/be
nfits/db_integ
rateddisability.aspx

N

EE may use approved Vacation Leave or Compensatory Time until the birth event

EE should initiate STD claim; may use Paid Parental Leave (PPL) or appropriate Sick Leave* during 30-day waiting period

EE returns to work

EE may use full amount of remaining PPL or any remaining Sick Leave,* as appropriate

EE receives STD pay for as long as it is deemed medically necessary

Y

EE may use full amount of remaining FML available?

N

EE may use Vacation Leave or Compensatory Time

Does EE have any remaining FML available?

N

EE may use full amount of remaining FML available?

Y

EE returns to work

EE may use full amount of remaining PPL

Does EE have any remaining FML available?
Leave Time Usage for Father, Adoptive Parent, Employee using a Surrogate, or Domestic Partner Decision Tree

EE Father, adoptive Parent, employee using a surrogate or employee who is a domestic partner goes on leave & Family and Medical Leave (FML) begins.

Does the leave start prior to the birth event?

Is the leave requisite to fulfill legal requirements for adoption?

EE may use full amount of Paid Parental Leave (PPL)

EE may use approved Vacation Leave or Compensatory Time until the birth/adoption event.

EE may use up to the full amount of Paid Parental Leave (PPL)

Birth/adoption event

EE may use the full amount of remaining PPL

Does EE have any remaining FML available?

EE returns to work

Does the leave start prior to the birth event?

No

Yes

No

Yes

EE may use full amount of Paid Parental Leave (PPL)

hr.osu.edu/policy/policy627b.pdf

Does the leave start prior to the birth event?

No

Yes

EE may use approved Vacation Leave or Compensatory Time or may take Unpaid Leave for the remainder of the FML period

EE returns to work