



Parental Leave

1. Who is eligible for parental leave?

A faculty (including associated faculty) or staff or who becomes a new parent as defined under the policy, and who holds a regular appointment of at least 75% FTE and has completed at least one year of service (equivalent to at least 1,560 hours of active pay status during the 12 month period immediately preceding the date of the birth or adoption event).

2. Does an employee need to be in a regular appointment to be eligible for parental leave?

Yes. An employee must be in a regular appointment of at least 75% FTE at the time of the birth or adoption event. Parental leave is not available to individuals in temporary or term appointments.

3. Are bargaining unit employees eligible for parental leave?

Yes. Bargaining unit employees are eligible if they meet the eligibility requirements established in the policy.

4. How does an employee apply for parental leave?

An employee must provide written notice to her/his supervisor or FML administrator as far in advance as possible. Prior to going out on leave, the employee should submit an eLeave application (or Application for Leave form if the unit does not use eLeave) in conjunction with written documentation, pursuant to Family and Medical Leave (FML). In situations of domestic partnership, an employee must ensure that a Certificate of Domestic Partnership is on file with her/his department and the Office of Human Resources.

5. How much notice should an employee give her/his department of intent to use parental leave?

An employee should give as much notice as possible when she/he anticipates the use of parental leave to enable the department to appropriately plan for coverage and/or workload issues.

6. What happens to an employee's benefits while on parental leave?

While on parental leave the benefit coverage in which you are enrolled at the time of your leave will continue, and any related employee contributions will continue to be deducted from your pay.

7. Will an employee continue to accrue vacation and sick leave while out on parental leave?

Yes. When an employee is on parental leave, she/he will remain in an active paid status which allows for the continuation of vacation and sick leave accruals.

8. How will an employee get paid if a holiday falls within parental leave?

Holiday Policy, 6.20 states an employee must be in an active pay status on the regularly scheduled work day immediately preceding the holiday to be eligible to receive holiday pay. Because parental leave is considered active pay status, the employee is eligible to receive holiday pay during parental leave.

9. How does parental leave work in combination with other leave benefits?

Family and Medical Leave

Parental leave will run concurrently with FML, to the extent that an employee has an equivalent amount of FML time available. In the instance where an employee does not have an amount of FML equivalent to the amount of the parental leave benefit, the parental leave benefit will still be granted to the employee. Additional time off beyond that available through parental leave or FML is subject to approval at the department's discretion.



Policy 6.27 – Paid Leave Programs

Frequently Asked Questions

Office of Human Resources

Sick Leave

Parental leave must be exhausted prior to the use of sick leave for the purpose of the birth of a child. Parents (fathers, domestic partners, adoptive parents, or parents using a surrogate) may not use sick leave in combination with parental leave for a birth or adoption event.

- Sick leave usage for a birth mother will be limited to the amount of FML time available to her after parental leave is taken into consideration, not to exceed six weeks or the employee's available sick leave balance if less than six weeks.
- Use of sick leave taken in conjunction with FML for the purpose of the birth of a child does not require medical necessity.

Short-Term Disability

Birth mothers who are enrolled in the Short-Term Disability (STD) program may use STD benefits in combination with parental leave.

- STD benefits may be used in lieu of sick leave for the purpose of the birth of a child, but are only payable during the portion of the leave that is deemed medically necessary and after a 30-day waiting period. The STD benefit is normally payable from the 5th through the 8th week following the birth of a child.
- STD benefits will be offset by any other pay that is received during the period of time that STD benefits are payable. Employees should coordinate the use of parental leave and any other leave time taken during the FML period for the purpose of the birth of a child, so that it occurs prior to or following the period during which STD benefits are payable.
- STD benefit payments may not be supplemented with parental leave.

Vacation Leave

Parental leave must be exhausted prior to the use of vacation leave that is taken for the purpose of a birth or adoption of a child.

Compensatory Time

Parental leave must be exhausted prior to the use of comp time that is taken for the purpose of a birth or adoption of a child.

Unpaid Leave

Parental leave must be exhausted prior to the use of unpaid leave, unless the employee is on unpaid leave only for the purpose of receiving Short-Term Disability benefits.

10. Can parental leave be used prior to a birth or adoption event?

Individuals may use parental leave prior to the birth or adoption event in instances when leave is deemed medically necessary (e.g., bed rest due to pregnancy) or when required to fulfill legal obligations for an adoption. Both instances require appropriate documentation.

11. Can parental leave be used intermittently?

Yes. Parental leave may be used intermittently prior to and during the first 12 weeks following the birth or adoption event. After this 12-week period, parental leave may be taken on an intermittent schedule only with advanced notice, scheduling and departmental approval for up to one year from the birth or adoption event. The birth mother must submit medical documentation to support a return to work in cases where the birther mother chooses to return to work prior to the exhaustion of parental leave.

12. If both parents are employees at Ohio State, are they each eligible for the parental leave benefit? If so, can they take the leave at separate times?

Yes, if both parents are eligible under the policy they will each receive the parental leave benefit. In addition, the policy states that the benefit is available for one year from the birth or adoption event, which enables the birth mother to use it right away and the birth father to use it later if they prefer.

13. Is there a limit on the number of times that an employee can use parental leave?

Only one parental leave benefit will be granted during a 12-month period. There is no limit on the total number of times parental leave may be taken by one employee.



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14. If an employee has a multiple birth or adopts more than one child at the same time will they receive a period of parental leave for each child?

No. The parental leave benefit is available once per birth or adoption event, regardless of the number of children.

15. If a person is a surrogate how much time are they eligible to receive?

A surrogate mother is one who bears a child on behalf of another parent. Due to the act of giving birth, a surrogate mother receives leave for the recovery from childbirth.

16. If a person uses a surrogate to have a family how much time are they eligible to receive?

A person who uses a surrogate to have a family and who meets the policy’s eligibility criteria is eligible for up to 120 hours (3 weeks, based upon an appointment of 100% FTE) to care for and bond with a newborn.

17. Will parental leave be granted to an employee who attains one year of service during a leave that has already commenced for the purpose of a birth or adoption?

If an employee’s one-year anniversary date occurs during a leave that has already commenced for a birth or adoption event, the parental leave benefit will be granted, but will be pro-rated depending upon the date that the one-year anniversary occurs, and calculated as follows:

Weeks of parental leave benefit	-	Weeks of leave already taken prior to 1-year anniversary date	=	Weeks of parental leave eligibility
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For example:

6 weeks of parental leave benefit	-	3 weeks of leave already taken prior to one-year anniversary date	=	3 weeks of parental leave eligibility
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18. Is parental leave available for foster care placement?

No. Parental leave does not apply to foster care placement. The employee may be eligible for FML and may use sick leave, pursuant to the Paid Leave Programs policy.

19. Can parental leave be used for eldercare or to care for children other than those who are newborn or newly adopted?

No. The benefit is only available for use as a new parent and cannot be used for eldercare or for the care of children other than the newborn or newly adopted child.

20. Is a new 9-month regular faculty member eligible to take parental leave at the end of the first 9 months of her/his appointment?

No. A 9-month regular faculty member must be in an active pay status for at least 12 months prior to the birth or adoption event and work at least 1,560 hours during that period to be eligible for parental leave.

Vacation Donation

1. Should management try to “find” donors for employees in need?

No employees should be solicited or approached to donate time. The policy is voluntary and donors should express interest in donating on their own. It is not the responsibility of management to “find” donors for employees in need. Department or Unit Human Resources can educate on the policy, send reminders of the leave benefit, and keep track of those who may be interested in donating leave for employees in need.

2. Can a recipient start receiving donated vacation while they still have accrued leave time?

Employees may initiate the request and approval process to receive donated vacation, but the time cannot be transferred nor used until the recipient’s own leave balances have been exhausted.



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3. Can any leave time other than vacation time be donated?

No. Sick and comp time cannot be donated.

4. What do I need to do to receive a donation of leave time (if I am eligible to receive it)?

- The recipient must submit an eLeave application (or Application for Leave form if the unit does not use eLeave) application for leave form to request unpaid leave. Refer to the policy for details about other supporting documentation that may be required.
- Once the unpaid leave is approved, the recipient must submit a second application for leave form, which will include the name of the donor(s) requesting the use of donated vacation leave.
- The recipient must sign a vacation donation recipient agreement.

5. Can vacation leave time be donated from a sponsored research project (grant or contract)?

No.

6. What do I need to do to donate my accrued vacation leave time to a fellow employee?

- Meet with your college or unit human resource professional (HRP) and/or your direct supervisor/manager to review the guidelines for vacation donation.
- Sign a vacation donation donor agreement.
- Talk to the recipient and/or HRP/manager to discuss.

7. How can donated vacation time be used in conjunction with child birth, adoption and or foster care placement?

A new parent must be on an approved unpaid leave of absence to be eligible to receive vacation donation that runs concurrently with Family and Medical Leave. The recipient of vacation donation should use this benefit within the leave parameters dictated by one's physician and/or within 12 weeks of the birth event.

8. Can I donate vacation time to a spouse or relative in another college or VP unit?

Only immediate family members can donate across college/VP units. In no other cases can donations cross college/VP units.

9. My benefit service day/anniversary date is approaching and I will lose some vacation time. Can I donate excess vacation time to a “bank” for future recipients?

No. Donations must be made to specific individuals. We don't have a centralized bank that allows us to accept donated vacation time.

Miscellaneous

1. Can vacation leave be used prior to the exhaustion of sick leave?

Sick leave must be used for the purpose intended according to the sick leave chart. Sick leave must be exhausted prior to the use of vacation leave or vacation in lieu of sick leave. Vacation in lieu of sick leave should be taken in accordance with collective bargaining agreements and department attendance policies.

2. If I leave Ohio State and then later (a few days/months/years later) decide to retire through OPERS/STRS/ARP, can I get a pay out of sick leave?

No. To receive the sick leave pay out, the employee must retire at the time they leave employment from Ohio State. Employees may not leave Ohio State without retiring through OPERS/STRS/ARP and later request a sick leave pay out.

3. What happens if my university pay is not sufficient to cover the employee contribution rate for all elected benefits?



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If your pay is not sufficient to pay the employee contribution rates for all elected benefits, you will be billed directly for the difference between those rates and the amount deducted from your pay.

4. Where can I obtain additional information?

- Review [Policy 6.27](#), Paid Leave Programs on line at hr.osu.edu/policies-forms
- Contact Human Resources Employee and Labor Relations, hr-elr@osu.edu, 614-292-2800