

Parental Care Checklist

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

Part of this commitment to work-life balance is a recognition that new parents will need assistance navigating their time off, leave of absence, available support, and benefits as they welcome their new child into the world. Some of the time off, leave and benefit options are outlined below for your convenience. In addition, we have included a checklist to help you stay organized before and after your leave and remind you of some important items related to your birth or adoption event.

Leave and Time Off:

Eligible new birth mothers may receive up to 12 weeks of leave under the Family and Medical Leave Act (FMLA). Family and Medical Leave (FML) protects your job and is unpaid. To receive pay during a leave of absence, you must use parental time off (up to six weeks), sick time, vacation time and/or short-term disability (if eligible). If you do not have sufficient time off balances to cover your entire leave, you can choose to take the unpaid time off after your paid time off is exhausted. Please note, unpaid time off may impact your benefits. New parents who are not the birth mother, who are eligible (i.e., father, domestic partner, adoptive parent) may also receive up to 12 weeks of leave under FMLA. To receive pay during this time, you must use your parental time off (up to six weeks), then vacation time once your parental time off is exhausted.

This checklist is intended as a quick resource. More detailed information can be found in the [Parental Leave Guidebook](#) or at hr.osu.edu.

Prior to Event (birth or adoption)

1. Check your eligibility for Paid Parental Time Off:
 - Faculty and staff who hold at least a 75% appointment and are in a regular, term, seasonal or associated faculty position are eligible.
2. Check your Family Medical Leave (FML) eligibility and balance:
 - Employees who have been employed by Ohio State for at least one year, have worked 1,250 hours in the past year and have not already exhausted their FML balance may be eligible.
 - You can confirm your FML balance in Workday either on your absence calendar (suitcase icon on the home page) or by accessing your profile and viewing your “additional balances” under “Time Off and Leave.”
3. Notify your manager of your upcoming leave needs.
4. Submit your Family and Medical Leave of Absence request in Workday:
 - See detailed instructions for [Requesting a Leave of Absence](#). You should submit your request for leave at least **30** days prior to delivery, OR as soon as your medical provider can fill out the



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[FML Certification of Health Care Provider for Family Member's Serious Health Condition \(other parent\)](#), OR the [FML Certification of Health Care Provider for Employee's Own Serious Health Condition \(birth mother\)](#) If you are ineligible for FML, and are the birth mother, you may still be eligible for an unpaid Leave of Absence while you recover from the birth event. Please submit your FML request to start the process and your leave administrator will provide you with documentation to complete.

5. Return the completed FML Certification to your [Leave Administrator](#) by the assigned date.
6. Submit your Time Off request(s) in Workday (Campus) or Kronos (Health System).
 - See detailed instructions for submitting [Time Off in Workday](#).
7. If you are enrolled in Short Term Disability and would like to use this benefit during your leave, contact Unum at 1-866-245-3013 to initiate a claim.
8. You or your physician should contact the [OSU Health Plan, Inc.](#) to obtain pre-certification prior to delivery.
9. Review your [Medical Plans – Specific Plan Details](#) to familiarize yourself with your benefits, including pre-natal care.
10. Review the [Benefits During Leave](#) section of the Leaves of Absence page to view details on how your benefits may be impacted during a leave of absence.
11. Consider enrolling in the [Buckeye Babies](#) program.

After the Event (birth, adoption, or placement of foster child):

1. Update your FML leave administrator with the date of delivery within **five** days of delivery. Your administrator will update your Leave of Absence approval dates.
2. [Correct your Time Off request\(s\) \(Campus\)](#) OR [Time Off and Leave Processes \(Health System\)](#) if needed (i.e., if your delivery date changes). You do **NOT** need to correct your leave of absence dates.
3. Add your child to your medical, dental, vision and life insurance plans. It is your responsibility to [enroll your child](#) via Workday. You must enroll within **30** of the event (inclusive of the event date).
4. Once you know your return to work date, notify your supervisor **AND** request your [return from leave](#) in Workday.
5. Review your federal and state tax withholdings and make any necessary adjustments. To make changes to your current tax withholdings, visit [Workday](#).
6. Review your [Flexible Spending Account\(s\)](#) and [Dependent Care FSA](#). Please see page 9 of the [Summary Plan Detail](#) for information on enrollment deadlines

Important Reminders:

- A leave request refers to the job protected time away from work. To receive pay, you **must** also submit time off requests in [Workday \(Campus\)](#) or [Kronos \(Health System\)](#) and initiate a short-term disability claim (if desired).
- Enter all time off requests as soon as possible to avoid impacting your pay. If time off is not requested and approved prior to payroll processing, your paycheck will be delayed.
- You **must** [add your new child](#) to your insurance plans (if desired) within **30** days of the date of birth. Late submissions are not permitted. Following enrollment, a [dependent eligibility verification](#) packet will be mailed to your home and must be completed.
- You are **required** to request your [return from leave](#) in Workday when you return to work. Delayed return requests will result in pay and access issues.

Resources

- [Human Resources Birth and Adoption of a Child](#)
- [Administrative Resource Center \(Workday Job Aids\)](#)
- [Integrated Absence Management \(IAMVS\)](#)
- [OSU Health Plan](#)