

Parental Care Guidebook



THE OHIO STATE UNIVERSITY
HUMAN RESOURCES



HR.OSU.EDU

1590 N. High Street, Suite 300 | Columbus, OH 43201

-292-01050

Contact Information

Human Resources Customer Service Center

1590 North High Street, Suite 300, Columbus, Ohio 43201-2190

614-292-1050

1-800-678-6010

Fax: 614-292-6235

Provides information on human resources services and benefits. Houses Office of Human Resources publications and forms.

Human Resources, Integrated Absence Management and Vocational Services (IAMVS)

1590 North High Street, Suite 300, Columbus, Ohio 43201-2190

614-292-3439 or 800-678-6413

Fax: 614-292-0271

Coordinates benefits and leaves for employees who have had occupational (work-related) and non-occupational injuries and illnesses.

Manages employee FML claims and consults on FML and leave policies. leaveadministrator@osu.edu

Human Resources, Employee and Labor Relations

1590 North High Street, Suite 300, Columbus, Ohio 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.

Ohio State University Wexner Medical Center Employee Relations

660 Ackerman Road, Columbus, Ohio 43202

614-293-4988

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, Ohio 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, Ohio 43202

614-292-4700 or 800-678-6269

Fax: 614-292-1166

Provides medical case management, pre-certification for medical services, health coaching, care coordination, and behavioral health referrals.

Ohio State Employee Assistance Program (EAP)

700 Ackerman Road, Suite 580, Columbus, Ohio 43202

614-292-4472 or 800-678-6265

Fax: 614-292-1166

Provides 24/7/365 confidential counseling services for faculty, staff and members of their household experiencing personal distress that may interrupt or cause deterioration in work performance. Services are voluntary, free, and confidential.

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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 Care Guidebook supports the university'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 this 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 leaves (maternity, paternity, adoption, foster care, etc.). 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.

Leave for New Parents

Ohio State provides leave to faculty and staff who become new parents. 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 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 1,250 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 eligible 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, 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 of FML 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 must use Parental Leave during the STD elimination period (30 calendar days) and could receive STD benefits for the duration of the eligible STD period (e.g. generally 2 weeks for a vaginal birth and 4 weeks for a cesarean section). The employee can then use the remaining portion of Parental Leave and benefit time 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. Information on how an unpaid leave status will affect your benefits is located in the *Benefits Available While on a Leave of Absence* section on page 12.

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

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

You are taking leave beyond twelve weeks due to	Example	You will continue to receive compensation by using	You do not have enough accrued time ¹
PERSONAL Reasons	You have decided to spend more time with your newborn	Accrued vacation or comp time	You may request an unpaid personal leave of absence, approval is at the discretion of your supervisor
MEDICAL Reasons for yourself	You are unable to return to work due to your medical condition	Accrued sick leave should be used first and then vacation or comp time. Short-term (STD) or long-term disability (LTD) may be options.	You may request an unpaid medical leave of absence once all leave time is exhausted or if you have an approved STD or LTD claim. You must provide medical documentation. Contact Integrated Absence Management and Vocational Services at 614-292-3439 to apply for disability benefits.
MEDICAL Reasons for immediate family member	Your baby has developed a serious health condition	Accrued sick leave should be used first and then vacation or comp time.	You may request an unpaid personal leave of absence and must provide medical documentation; approval is at the discretion of your supervisor.

¹ Approval of unpaid medical and unpaid personal leaves is at the discretion of the supervisor based on departmental needs.

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). Medical center employees should contact Medical Center Employee Relations.

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

If you do not qualify for FML you may take paid leave pursuant the university's Paid Leave Programs policy (based upon the number of weeks that a physician deems appropriate) for your medical recovery (typically 6-8 weeks). 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). Additional leave beyond what is medically necessary can be requested as a personal leave of absence and is approved 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. Medical Center employees should complete an Application for Leave form and submit it to their supervisor.
- Provide other necessary documentation with appropriate signatures to your assigned Office of Human Resources (“OHR”) leave administrator:
 - A [Medical Certification of Healthcare Provider for Employee’s Serious Health Condition form](#) is needed for FML and the medical conditions for yourself and/or child. This form is available via the provided link or through your assigned OHR leave administrator. Once your completed forms are returned, your OHR leave administrator will provide information about your FML eligibility and FML rights.
 - Plan on providing status reports to your supervisor, including your expected return to work date.
 - If you have Short Term Disability, contact Integrated Absence Management and Vocational Services 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 parent (father, non-birth mother, domestic partner, adoptive parent, or foster parent).”

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

New parents who are a father, domestic partner or adoptive parent and 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. Foster parents are not eligible for the Parental Leave benefit. New parents (father, non-birth mother, domestic partner, adoptive parent and foster parent) who meet the criteria for FML, may also use any of their accumulated vacation or compensatory time to be paid and extend their leave up 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. Information on how an unpaid leave status will affect your benefits is located in the *Benefits Available While on a Leave of Absence* section of this guidebook.

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

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

You are taking leave beyond twelve weeks due to	Example	You will continue to receive compensation by using	You do not have enough accrued time ¹
PERSONAL Reasons	You have decided to spend more time with your newborn.	Accrued vacation or comp time	You may request an unpaid personal leave of absence, approval is at the discretion of your supervisor.
MEDICAL Reasons for immediate family member	Your baby has developed a serious health condition.	Accrued sick leave should be used first and then vacation or comp time	You may request an unpaid personal leave of absence and must provide medical documentation; approval is at the discretion of your supervisor.

¹ Pursuant to the university's Unpaid Leave Policy, a supervisor may approve unpaid personal leave up to a total of six months based on departmental needs.

Any unpaid 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). Medical center employees should contact Medical Center Employee Relations.

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, subject to approval by your supervisor

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. Medical Center employees should complete an Application for Leave form and submit it to their supervisor.
- Provide other necessary documentation with appropriate signatures to your assigned OHR leave administrator :
 - [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 assigned OHR leave administrator/designee. Once your completed forms are returned, your OHR leave administrator/designee will provide information about your FML eligibility and FML rights.

- Adoption Decree if adopting.
- Individual Child Care Agreement if becoming a foster parent.
- [Certificate of Domestic Partnership form](#) on file with the Office of Human Resources.
- Plan on providing status reports to your supervisor, including your expected return to work date. A [release to return to work form](#) is required in order to return to work from a medical leave.

8. What must I do to return to work from leave?

Negotiate your leave time with your 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:

$$\begin{array}{r}
 \text{Current Balance} \\
 - \text{Sick, Vacation, Compensatory Time Used for Leave} \\
 \hline
 \text{Total} \\
 + \text{Time Earned during Leave} \\
 \hline
 \text{Balance upon}
 \end{array}$$

Classified Civil Service Staff – Example Using Leave Time				
Example	<ul style="list-style-type: none"> • 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. 			
Current Leave Balances	Sick – 9 weeks	Vacation – 4 weeks	Comp Time – 1 week	FML – 11 weeks and 4 days
How Employee will Manage Leave Time?	According to Sally's current leave balances, from her delivery date and on she will first take 6 weeks of Parental Leave. Sally will then take 5 weeks and 4 days of sick leave to complete her 12 weeks off for FML.			
Approximate Balances Upon Return to Work	Sick – 3 weeks	Vacation – 4 weeks	Comp Time – 1 week	FML will be exhausted
Current Balance	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 elected Short Term Disability (STD) coverage before her pregnancy, filed a claim and been approved she could have saved some of her sick time and her leave balances upon return to work would be greater. See "Other Benefits" section of this guidebook for more information.			

Unclassified Staff – Example Using Leave Time				
Example	<ul style="list-style-type: none"> • 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. 			
Current Leave Balances	Sick – 4 weeks	Vacation – 1 week	Comp – 0	FML – 10 weeks
How Employee will Manage Leave Time?	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.			
Approximate Balances	Sick – 4 weeks	Vacation – 0	Comp Time – 0	FML will be exhausted

Upon Return to Work	Ahmed will continue to accrue sick and vacation time while in a paid status but will not accrue leave time during the unpaid leave.
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Unclassified Staff – Example Using Leave Time				
Example	<ul style="list-style-type: none"> • 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. 			
Current Leave Balances	Sick – 13 weeks	Vacation – 2 week	Comp Time – N/A	FML – 12 weeks
How Employee will Manage Leave Time?	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.			
Approximate Balances Upon Return to Work	Sick – 13 weeks	Vacation – 0	Comp Time – N/A	FML – 4 weeks
	Margaret will continue to accrue sick and vacation time while in a paid status but will not accrue leave time during the unpaid leave.			

Faculty – Example Using Leave Time				
Example	<ul style="list-style-type: none"> • 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. 			
Current Leave Balances	Sick – 5 weeks	Vacation – N/A	Comp Time – N/A	FML - 12 weeks
How Employee will Manage Leave Time?	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 be designated as 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 modify her duties from classroom teaching obligations and instead she will focus on developing new curricula and course materials for course(s) to be taught in the fall. Time spent working on developing new curricula and course materials either at home or in the office will not be designated as FML time. If Jackie choses to not modify her duties from classroom teaching obligations and instead remain on a continuous leave she may do so for the remainder of her FML eligibility which is 10 weeks.			
Approximate Balances Upon Return to Work	Sick – 5 weeks	Vacation – N/A	Comp Time – N/A	FML – 10 weeks
	Jackie will continue to accrue sick leave during her entire leave.			

NOTE: If a newborn, adoptive, or foster child has a medical condition supported by medical documentation, sick leave may be used for the amount of time specified by the physician, instead of vacation or compensatory time.

Health Benefits

Health Plan Benefits

If you are enrolled in university health coverage, there are several items to remember. You must enroll your child in health coverage within 31 days of the birth, adoption or placement. You should review the out-of-pocket expenses that you will be responsible to pay. Consider enrolling in Buckeye Babies for support (see below).

Precertification for Birth

Regardless of which university-sponsored health plan you are enrolled in, you or your physician must contact [OSU Health Plan, Inc.](#) (see contact information via link provided or on page 2 of this publication) to obtain pre-certification prior to delivery. Your physician may provide paperwork at the first office visit to take care of this process. Completing the necessary paperwork beforehand will ensure a smoother admission process at the time of delivery.

Medical Benefits

Depending on your medical plan, you may be responsible for a copay, deductible or coinsurance. It is important to understand the guidelines of your particular plan prior to the birth. If you are enrolled in an Ohio State medical plan, 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 and coinsurance. Please refer to your [Medical Plans – Specific Plan Details](#) for plan guidelines or visit hr.osu.edu.

Lactation Support

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 you 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 your 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 Office of Human Resources for the nearest lactation site or for information on pumping at work if a formal lactation site is not located near your worksite.

OSU Health Plan Buckeye Babies

The [Buckeye Babies](#) program from OSU Health Plan and Your Plan for Health (YP4H) offers free support to expectant moms from early pregnancy through delivery and post-partum. All services are complimentary and confidential. When you participate in Buckeye Babies, a licensed nurse well-versed in maternal-child health care will be with you every step of the way. He or she will answer any questions you have, guide you through the initial stages of breastfeeding and infant care, and even help post-partum. Special support is available to moms with complicated pregnancies. Buckeye Babies also offers a variety of classes to help you and your family prepare for your new addition.

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 enroll your child through Employee Self Service or by completing and submitting an enrollment form found at hr.osu.edu/policies-forms. Once the completed enrollment and other necessary documentation of the family status change have been received by the Office of Human Resources (OHR), medical expenses as per plan guidelines will be covered back to the qualifying event date.

Tax Considerations

You may want to consider changing the exemptions on your tax form (W-4 Form). Changes can be made through Employee Self Service (ESS). University employees can access ESS via eprofile.osu.edu. Wexner Medical Center employees can access ESS via [OneSource](#).

Well-Child Care

All of the university health plans provide coverage for well-child care including physical examinations, immunizations and vaccinations. The number of well care visits is determined by the child's age. Refer to your [Medical Plans – Specific Plan Details](#) document 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 (e.g. medical, dental, vision) 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 not 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 (e.g. medical, dental, vision) 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 eligible 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 (A&P, Sr. A&P, CCS and Associated Faculty) in a position of 50% or greater may use this benefit immediately upon appointment to an eligible position. The benefit can be used for eligible adoption-related expenses incurred after your eligible appointment commences. Eligibility ends if you transfer to a non-eligible position or leave university employment. If two adopting parents of the same adopted child are both eligible for adoption assistance, the total maximum benefit amount for that adoption is \$5,000. 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 also 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 Office of 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. Faxed copies of the completed Adoption Assistance claim form are not acceptable.

Reimbursable Services

Most expenses directly related to the adoption are reimbursable, including:

- Agency and placement fees
- Legal fees and court costs

¹ Voluntary benefits = Dependent Group Term Life Insurance (DGLTI), Voluntary Group Term Life Insurance (VGTLI), Short Term Disability (STD)

- Required medical expenses for child prior to adoption (including immunizations)
- Immigration fees
- Translation services
- Transportation and lodging expenses

Examples of non-reimbursable expenses include:

- Medical examination fees for adopting parents
- Cost of personal items such as clothing and food for either the parents or the child
- Expenses incurred prior to eligibility for the program

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 (see contact information on page 2).

Flexible Spending Accounts (FSA)

The university offers options to use pre-tax dollars to pay for certain health and dependent care expenses through Flexible Spending Accounts (FSA). This plan allows you to contribute, through pre-tax payroll deductions, to a Health Care and/or Dependent Care Flexible Spending Account. You may then request reimbursement from your account with an itemized receipt and an FSA Request for Reimbursement form.

Participating in an FSA can result in significant tax savings. The deductions are taken from your paycheck on a pre-tax basis. After eligible services are received, you may request a reimbursement from the account(s). 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. The [FSA Dependent Care](#) request for reimbursement process must be completed.

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. 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. Eligible services must be received and paid during the benefit plan year. Some examples of eligible expenses for you and your dependents may include:

- Deductibles, copays and coinsurance amounts
- Services with age restrictions, such as orthodontia for adults over age 19
- Services with frequency restrictions, such as dental cleanings, eye glass frames, second pair of eye glasses and disposable contacts
- Hearing care expenses
- Expense for braille books and magazines
- Costs for specialized telephones and televisions for the hearing-impaired

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

The [FSA Health Care](#) request for reimbursement process must be completed. The Health Care FSA cannot be used to reimburse the cost of health contribution rates, which are already a pre-tax deduction for faculty and staff.

Please refer to the [Flexible Spending Accounts – Specific Plan Details](#) online for more information about FSAs.

Reimbursement

If you have a Health Care FSA, your Health Care Flex Card eliminates the need to file a claim. Swipe your card at the point of service. In most cases, this is all you need to do, but you may be asked for receipts, so be sure to save them.

There are several options available for you to file a claim. You may complete a paper claim form and fax or mail it to TASC, Ohio State's FSA provider, with copies of appropriate receipts. You can submit a paper claim form via fax to 1-866-238-8224, mail to TASC, PO Box 7631 Madison, WI 53707-7631 or email to claims_fc@tasconline.com. You may file a claim online from your computer by logging on to Employee Self Service (ESS) via hr.osu.edu or OneSource, look for the eBenefits icon and click on *My FSA*. Scan and upload appropriate receipts. Finally, you can file a claim using your smartphone using the **WealthCare Mobile form TASC** mobile app.

The money reimbursed from your FSA is paid directly to you. It is your responsibility to pay the service provider for the incurred expense. Reimbursement from an FSA is currently not subject to taxation.

If you are interested in a Flexible Spending Account refer to the [Benefits Overview for Faculty and Staff](#) document or at hr.osu.edu.

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

You must contact the disability carrier in order to initiate a claim for STD. It is not filed automatically for you. If your claim is approved and you 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. If you have a Cesarean section, you will be considered disabled for a minimum period of 8 weeks beginning on the date of your Cesarean section unless you return to work, as determined by your physician, prior to the end of the 8 weeks. If you have a vaginal delivery, you will be

considered disabled for a minimum period of 6 weeks beginning on the date of your vaginal delivery unless you return to work, as determined by your physician, prior to the end of the 6 weeks.

Example

Jane is a three-year staff member who is pregnant and has a vaginal delivery. She has previously elected STD coverage. Given Jane’s length of service and hours worked she is also covered under FML and is eligible for Parental Leave. Jane chooses to supplement the 60% STD benefit with 25% of her vacation hours submitted for 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:

Leave	Benefit Program	Percent Paid
First 4 weeks	FML and Parental Leave	100%
Day 31-42 (approximately weeks 5 and 6)	Jane will use FML and STD. Jane has a medical condition that qualifies her to apply for STD benefits. She will be considered disabled for 6 weeks from the date of her vaginal delivery. Jane has chosen to supplement her STD benefit with her available vacation. Deductions for elected benefits will be taken from her university paycheck.	60% of gross base pay for STD benefit. Vacation hours paid minus deductions.
Weeks 7-8	FML and Parental Leave.	100%
Weeks 9-12	FML and sick, vacation, compensatory leave time and/or unpaid leave.	100% or unpaid

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 1-866-245-3013 to initiate the STD Claim.

Contact [Integrated Absence Management and Vocational Services \(IAMVS\)](#) for questions related to STD coverage and benefit coordination with Parental Leave to maximize both benefits properly. Refer to the Short Term and Long Term Disability [Specific Plan Details](#) 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. 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/rates.

Issues Specific to Faculty

Faculty members who have been employed for at least 12 months are eligible for Parental Leave. To take formal leave beyond 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 unpaid leave 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 of the FAQ on semester appointments at oaa.osu.edu/assets/files/documents/SemestersFacultyAppointments.pdf.

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 <http://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html>.

- 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.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.

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 FML 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 total. 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 contact 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 certificate of domestic partnership and has informed his supervisor of the event. He plans to take time off after 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 daycare 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 daycare 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 with the understanding that the plan can be reevaluated at any time by Stan and/or his 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 Parental Leave so each may receive three weeks of Parental Leave.

Sue decides that she would like to alter her schedule for the next six weeks to extend her Parental Leave. She and her supervisor have agreed that she will work 20 hours per week and request Parental Leave for the remaining 20 hours per week. Under this arrangement, Sue will be able to extend her Parental Leave over six weeks instead of three weeks to allow for additional bonding time with her child and medical appointments for her child. Her health care benefits remain the same.

Resources

Child Care Center, hr.osu.edu/child-care-program/

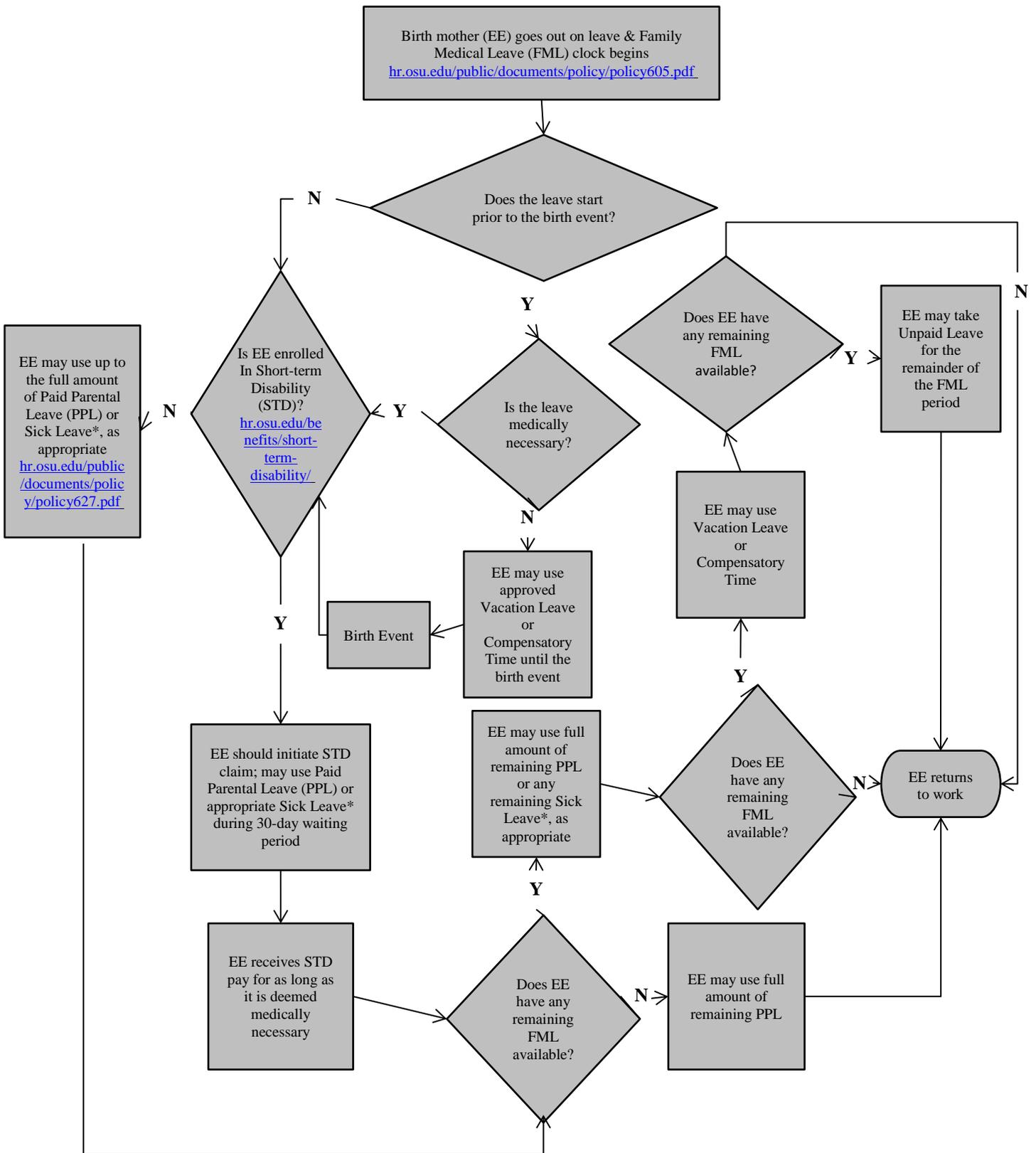
Flexible Work Policy 6.12, hr.osu.edu/public/documents/policy/policy612.pdf

Office of Academic Affairs, oaa.osu.edu

Office of Human Resources, hr.osu.edu

The Women's Place, womensplace.osu.edu

Leave Time for Birth Mother Decision Tree



Leave Time Usage for Father, Adoptive Parent, Employee using a Surrogate, or Domestic Partner Decision Tree

