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## Parental time off

### 1. Who is eligible for Parental time off?

Faculty or staff who hold at least 75% FTE and are in a regular, term (including post-doctoral scholars), seasonal, or associated faculty position at the time they become a parent are eligible for Parental time off.

### 2. Are bargaining unit employees eligible for Parental time off?

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

### 3. How does an employee apply for parental time off?

An employee must provide notice to the employee's own supervisor and [FML Administrator](#) as far in advance as possible. Prior to using leave or time off, the employee should submit a request via Workday for both their Family and Medical Leave of Absence, as well as their Parental time off. Documentation supporting the need for Leave and Time off must be submitted, pursuant to [Family and Medical Leave](#) (FML).

### 4. How much notice should an employee give their unit of their intent to use Parental time off?

An employee should give as much notice as possible so that the unit can appropriately plan coverage and/or address workload issues.

### 5. What happens to an employee's benefits while on Parental time off?

While utilizing Parental time off, the benefit coverage the employee is enrolled in at the commencement of time off will continue, and any related employee contributions will continue to be deducted from the employee's pay.

### 6. Will an employee continue to accrue vacation and Sick time while out on Parental time off?

Yes. An employee on Parental time off, will remain in an active pay status, which allows for the continuation of Vacation and Sick time accruals.

### 7. How will an employee get paid if a holiday falls within Parental time off?

[Holiday Policy](#), 6.20 states employees must receive paid time during the week that includes a holiday to receive holiday benefit pay. Because Parental time off is considered pay, the employee is eligible to receive holiday pay during weeks they are utilizing Parental time off.

### 8. What is the difference between Parental time off and Family and Medical Leave (FML)?

[FML](#) is an unpaid job protection benefit that is a federal entitlement program under the Family and Medical Leave Act (FMLA) and is available to eligible employees. Parental time off is a paid time off program offered by the university pursuant to the [Paid Time Off policy](#). Parental time off runs concurrently with FML. In other words, FML is the unpaid job protection and Parental time off is the pay the employee on FML receives for a portion of the FML event.

### 9. How does Parental time off work in combination with leave and time off benefits?

#### Family and Medical Leave

Parental time off 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 time off benefit, the Parental time off benefit will still be granted to the employee. Additional time off beyond that available through Parental time off or FML is subject to approval at the unit's discretion.



# Policy 6.27 – Paid Time off Frequently Asked Questions Office of Human Resources

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## **Sick Time**

Parental time off must be exhausted prior to the use of Sick time for the purpose of the birth of a child. Parents (non-birth mothers, fathers, domestic partners, adoptive parents, or parents using a surrogate) may not use Sick time in combination with Parental time off for a birth or adoption event unless there is medical necessity.

- Sick time usage for a birth mother will be limited to the amount of FML time available to her after Parental time off is taken into consideration, not to exceed six weeks or the employee's available Sick time balance if less than six weeks.
- Use of Sick time taken in conjunction with FML for the purpose of the birth of a child does not require medical necessity.
- Refer to the Sick time usage parameters in the [Paid Time Off policy](#) for additional information.

## **Short-Term Disability**

Birth mothers who are enrolled in the [Short-Term Disability](#) (STD) program may use STD benefits in combination with Parental time off.

- STD benefits may be used in lieu of Sick time and Parental time off 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 fifth through the eighth week (dependent upon delivery method) following the birth of a child.
- Vacation time may be used while receiving STD benefits.
- Sick and Parental time off are considered deductible sources of income and if used in conjunction with disability payments the STD benefit will be reduced accordingly.
- Employees should coordinate the use of parental time and Sick time for the purpose of the birth of a child, so that it occurs prior to and following the period during which STD benefits are payable.

## **Vacation Time**

Parental time off must be exhausted for the birth or adoption of a child prior to the use of Vacation time for that purpose, unless the employee has chosen to receive Vacation time while on STD benefits.

## **Compensatory Time**

Parental time off must be exhausted for birth or adoption of a child prior to the use of comp time.

## **Unpaid Leave**

Parental time off must be exhausted prior to the use of Unpaid time off, unless the employee is on Unpaid Leave for the purpose of receiving STD benefits.

### **10. How does Parental time off work in combination with FML if a holiday falls during the period of leave?**

The employee is eligible to receive holiday benefit pay for a holiday which falls during a week they are using Parental time off, and does not need to request Parental time off for that day, however, that day counts as a FML protected day.

### **11. Can Parental time off be used prior to a birth or adoption event?**

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

### **12. Can Parental time off be used intermittently?**

Yes. Parental time off may be used intermittently prior to and during the first 12 weeks following the birth or adoption event. After this 12-week period, Parental time off may be taken on an intermittent schedule with advanced notice, scheduling and unit 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 birth mother chooses to return to work prior to the exhaustion of Parental time off.



## Policy 6.27 – Paid Time off Frequently Asked Questions Office of Human Resources

---

**13. If both parents are employees at Ohio State, are they each eligible for the Parental time off benefit? If so, can they take the time off at separate times?**

Yes, if both parents are eligible under the policy they will each receive the Parental time off 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.

**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 time off for each child?**

No. The Parental time off 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, who meets the policy eligibility criteria, is eligible for up to 240 hours (six weeks, based upon an appointment of 100% FTE) for the recovery from childbirth.

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

A person who uses a surrogate to have a child, who meets the policy eligibility criteria, is eligible for up to 240 hours (six weeks, based upon an appointment of 100% FTE) to care for and bond with the child.

**17. Is Parental time off available for foster care placement?**

No. Parental time off does not apply to foster care placement. The employee may be eligible for FML and may use Sick time, pursuant to the Paid Time Off policy.

**18. Can Parental time off 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 parent of a newborn or newly adopted child.

**19. When do policy changes take effect?**

The policy which is in force at the time the employee becomes a parent will be in effect for the duration of parental time off use. Becoming a parent, in this context, is defined as the date of birth or date of adoption. If the date of birth or adoption is prior to a new policy effective date, the previous policy will be in effect throughout the Parental time off. If the date of birth or adoption is on or after a new policy effective date, the new policy provisions will be in effect during the Parental time off.

## 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. Management is not responsible for “finding” donors for employees in need. Unit Human Resources can provide information about the policy, send reminders of the time off benefit and keep track of those who may be interested in donating time off for employees in need.

**2. Can a recipient start receiving donated Vacation time while they still have accrued time off available?**

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

**3. Can any time off time other than Vacation time be donated?**

No. Sick and Comp time cannot be donated.



# Policy 6.27 – Paid Time off Frequently Asked Questions Office of Human Resources

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4. **What do I need to do to receive a donation of time (if I am eligible to receive it)?**
  - The recipient must submit a request for unpaid leave or Family and Medical Leave. Refer to the policy for details about other supporting documentation that may be required.
  - The recipient and donor must both complete the Vacation Donation agreements in HR Connection.
  - Once approved, Vacation time will be transferred to the recipient and converted to Sick time.
5. **Can Vacation time be donated from a sponsored research project (grant or contract)?**

No.
6. **What do I need to do to donate my accrued Vacation time to a fellow employee?**
  - Meet with your college or unit human resource professional (HRP) and/or manager to review the guidelines for Vacation donation.
  - Submit the Vacation Donation Donor Agreement through HR Connection
  - Talk to the recipient and/or HRP/manager.
7. **How can donated Vacation time be used in conjunction with childbirth, adoption and or foster care placement?**

A new parent must be on an approved unpaid leave of absence or approved [Family and Medical Leave](#) to be eligible to receive Vacation time, which will run concurrently with the unpaid 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 eligible 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.
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. There is no centralized bank that provides for storing donated Vacation.

## Miscellaneous

1. **Can Vacation time be used prior to the exhaustion of Sick Time?**

Sick time must be used for the purpose intended according to the Sick time requirements. Sick time must be exhausted prior to the use of Vacation time or Vacation in lieu of Sick time. Vacation in lieu of Sick time should be taken in accordance with collective bargaining agreements and unit 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 Time?**

No. To receive the Sick time 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 time pay out.
3. **What happens if my university pay is not sufficient to cover the employee contribution rate for all elected benefits?**

If your pay is not sufficient to pay the employee contribution rates for all elected benefits (medical, dental, vision, etc.), you will be billed directly for the difference between those rates and the amount deducted from your pay. For more information, see [Benefits Continuation while on Approved Leave of Absence](#).
4. **Where can I obtain additional information?**
  - Review [Paid Time Off policy](#) and the [Vacation, Sick and Other Leave](#) website.
  - Contact Human Resources [Employee and Labor Relations](#) via [HR Connection](#) or email ([hr-elr@osu.edu](mailto:hr-elr@osu.edu)).
5. **Where can I obtain additional information about Family and Medical Leave, disability benefits and coordinating my**



# Policy 6.27 – Paid Time off Frequently Asked Questions Office of Human Resources

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## paid time off?

Contact [Integrated Absence Management and Vocational Services](#) (IAMVS) via [HR Connection](#) or email ([hr-integrateddisability@osu.edu](mailto:hr-integrateddisability@osu.edu)).