



## OSU PAID PARENTAL LEAVE PROCEDURES FOR DEPARTMENTS

### How the Employee Applies for OSU Paid Parental Leave

Employees will provide written notice via email to their supervisor as soon as possible when anticipating parental time off and initiate the OSU Paid Parental Leave and FMLA process with the Absence Management Specialist (AMS.)

- The formalized application process is coordinated through the Absence Management Specialist to include verification documents such as medical information, birth certificate, or court order.
- The employee will contact the Absence Management Specialist at [absence@okstate.edu](mailto:absence@okstate.edu) or 405.744.7401 to obtain the request form.
- If both parents work for OSU, they will indicate on the form which parent will be designated as the primary and which will be the secondary.
- The eligibility review is completed by the AMS and approved by the Director of HR Consulting Services.

### Benefit Period

- The primary caregiver will receive up to six weeks of paid leave, and the secondary caregiver will receive up to three weeks per qualifying event.
- One parental leave event may be taken per calendar year.

### Family Medical Leave Act

- FMLA will be auto-designated and run concurrently with this leave if the employee is eligible.

### Benefits

- Approved requests will be paid at the recipient's base pay rate as of the last day worked by the recipient's department. This amount will be prorated to align with the recipient's FTE.
- Leave may be applied retroactively for a maximum of two pay periods (one period for monthly paid employees and two for biweekly paid employees) preceding the approval date.
- Sick and annual leave will continue to accrue when an employee uses this benefit.

### Procedures for the Department (Employee's Supervisor and/or Banner Superuser)

1. Please notify the AMS when the email notice is received from the employee requesting OSU Paid Parental Leave.
2. The AMS will notify the employee and the department if the employee's request has been approved or denied.
3. If approved, the department will track the employee's OSU Paid Parental Leave in the Banner system.
  - a. The AMS will send Payroll Services an e-mail instructing them to load the employee's beginning balance for approved PL hours. (This ensures the leave has been approved by HR before the hours are loaded in Banner.)
  - b. The AMS will provide instructions to the supervisor and/or superuser to enter the OSU Paid Parental Leave code as the hours are used.

- c. **7PLP – Parental Leave Primary Caregiver (paid through earning code 271 Parental Leave Primary) or**
  - d. **7PLS – Parental Leave Secondary Caregiver (paid through earning code 273 Parental Leave Secondary.)**
  - e. These entries will draw down the available OSU Paid Parental Leave hours that have been approved and populated in Banner.
  - f. **When the employee exhausts their OSU Paid Parental Leave, the supervisor or Banner superuser will complete a leave adjustment form to zero out the OSU Paid Parental Leave time and submit it to the payroll department.**
4. If FMLA has been approved, the department will track this leave in Banner using code (TBD) xxxx.
    - a. FMLA will run concurrently with OSU Paid Parental Leave if the employee is eligible.

### Notes

- An EPAF will not be required to be completed for the OSU Paid Parental Leave process.
- OSU Paid Parental Leave will be paid from the same costing pool used for other university leaves.

### Examples for Hours

- A 1.0 FTE Primary Caregiver will receive 240 hours (6 weeks x 40 hours x 1.0 FTE)
- A 1.0 FTE Secondary Caregiver will receive 120 hours (3 weeks x 40 hours x 1.0 FTE)
- A 0.75 FTE Primary Caregiver will receive 180 hours (6 weeks x 40 hours x 0.75 FTE)
- A 0.75 FTE Secondary Caregiver will receive 90 hours (3 weeks x 40 hours x 0.75 FTE)

### For Assistance

- Contact the Absence Management Specialist. [absence@okstate.edu](mailto:absence@okstate.edu) or 405.744.7401