



## OSU PAID PARENTAL LEAVE PROCEDURES FOR EMPLOYEES

Oklahoma State University recognizes the importance of supporting new parents with time off to care for and bond with their child after birth, adoption, or placement of foster child(ren). OSU Paid Parental Leave supports employees by allowing the primary caregiver up to six weeks of paid leave and the secondary caregiver up to three weeks per qualifying event. This leave will be taken within the twelve weeks immediately following the date of birth, adoption, or foster placement and may begin up to thirty days before the event. One parental leave event may be taken per calendar year.

### Eligibility

- Benefits-eligible (0.75 FTE) faculty or staff with six months or more continuous service with OSU.
- If both parents are employees eligible for paid parental leave and both intend to take the leave, one employee must be designated as the primary caregiver and the other as the secondary caregiver.
- The employee(s) may not receive short- or long-term disability payments while using this leave.
- Employees on less than twelve-month appointments may not request or receive benefits from OSU Paid Parental Leave when not in a paid status.
- OSU Paid Parental Leave must be exhausted before using accrued sick, annual, or comp time leave.
- One parental leave event may be taken per calendar year.
- OSU Paid Parental Leave must be taken in a block leave format.

### How to Apply for Parental Leave

- Employees will provide written notice to their supervisor as soon as possible when anticipating parental time off and initiate the Parental Leave and FMLA process with the Absence Management Specialist.
- FMLA will be auto designated and run concurrently with this leave if the employee is eligible.
- The formalized application process is coordinated through the Absence Management Specialist to include verification documents such as medical information, birth certificate, or court order.
- Contact the Absence Management Specialist at [absence@okstate.edu](mailto:absence@okstate.edu) or 405.744.7401 to request the application 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 Absence Management Specialist and approved by the Director of HR Consulting Services.
- Eligibility reviews will be completed within five business days of receipt unless extenuating circumstances exist.
- The employee's supervisor will be notified of the request's approval or denial.

## **Information Needed to File for Parental Leave**

- CWID, name, job title, supervisor's name, department.
- Reason for request. (birth, adoption, foster care)
- Date of birth, adoption or placement.
- Start and end dates for leave requested.
- Select the designation of primary or secondary caregiver.
- Relevant documents such as birth certificates or legal documents.

## **Family Medical Leave Act**

- If the parent is eligible for FMLA, it will run concurrently with Paid Parental Leave.
- Contact the Absence Management Specialist for more information about [FMLA](#), [absence@okstate.edu](mailto:absence@okstate.edu) or 405.744.7401

## **Benefit**

- 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.
- 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 preceding the approval date.
- Sick and annual leave will continue to accrue when an employee uses this benefit.

## **For Assistance**

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