HR Chats

Parental Leave

Adoption Assistance
Overview

Becoming a parent is a major life change. WSU has several benefits available to employees who will be, or have recently, become parents. This session will cover:

- ✔ Parental Leave
- ✔ FMLA
- ✔ Adoption Assistance
- ✔ Adding a new child to your benefits
Parental Leave

Parental Leave is paid leave available for eligible staff for the birth of a child and/or adoption of child under the age of 6.
Parental Leave Eligibility

Full time and employed with WSU for at least 1 year prior to the date the leave is to commence.

<table>
<thead>
<tr>
<th>Eligible Employee</th>
<th>Amount of Paid Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Father</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Adoptive Parents</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Foster Parents</td>
<td>n/a</td>
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</tbody>
</table>

Leave begins on the actual date of birth or date the child is placed with the adoptive parents and runs consecutively for the specified time period.

Leave cannot be extended or begin at a later time.

Runs concurrently with FMLA

To apply, complete a Leave Request form and submit with FMLA forms.
Family & Medical Leave Act of 1993 (FMLA)

- FMLA leave gives employees the right to take job protected leave
- Employees are eligible for a maximum of 12 weeks of FMLA in any 12 month period
- Wright State University uses the rolling calendar year
- FMLA can be used intermittently or continuously
FMLA Process

The employee or the employee’s representative contacts the Leave and Disability Coordinator

A FMLA packet to the employee’s home address 60 days prior to the due date

Packet should be returned 30 days prior to birth

The supervisor and/or employee forwards all FMLA usage to the Coordinator and the Coordinator tracks time used/remaining
FMLA Bonding Leave

- Additional FMLA time for the birth or adoption is considered “bonding” leave.
  - You may use your accrued and available vacation pay or
  - Remain unpaid for “bonding” leave.

- FMLA for foster care would be paid by your accrued and available vacation or you would remain unpaid.

<table>
<thead>
<tr>
<th>Eligible Employee</th>
<th>Amount of Paid PPL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Father</td>
<td>3 weeks</td>
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Sick Leave Usage for Child Birth
Medical Related

- Physician certifies the mother is not self-sufficient after 6 weeks e.g. C-Section
- Not eligible for PPL
  - Less than 1 year
  - FTE less than 75%
- Bed rest prior to the birth

Prior to Birth | PPL | After 6 weeks
---|---|---
Not Eligible | 6 weeks | Birth

Short-Term Disability
Medical Related

- Must be full-time and enrolled for STD coverage
- Claim must be submitted to Unum and approved
- There is a 14 day waiting period and/or all sick leave must be exhausted
- Pays 60% of your regular wage/salary (max $2,310 weekly)
- Cannot receive STD benefits and PPL concurrently because PPL is salary continuation

Birth

Prior to Birth

PPL

Not Eligible

6 weeks

After 6 weeks
24-Hour Lactation Rooms

Wright State University is proud to support new mothers and their families.

Three lactation rooms are available on campus for students, faculty, staff and visitors to WSU, and additional rooms are under development.

These family-friendly rooms provide a quiet, private place for moms to nurse or express milk.
24-Hour Lactation Rooms

Visit the Women’s Center in 148 Millett Hall during business hours for key code access.

051 Biological Sciences
• Chairs, table, refrigerator, resources, and outlets

110 Oelman Hall
• Chair, table, resources, and outlets.

118 Allyn Hall (Temporary)
• Chairs, table, refrigerator, resources, and outlets
Adoption Assistance

- The university will reimburse full time employees up to $4,000 per child for eligible related adoption expenses.
- If two adopting parents of the same adopted child are both eligible for adoption assistance, the total maximum benefit amount for that adoption is $4,000.
- The adoption must be final to receive the benefit.
Adoption Assistance

**Eligible Adoptions:**
- Adopted child must be under the age of 18
- The child may be biologically related to either parent
- Adoptions made through public, private, domestic, international, and independent means are eligible

**Eligible Expenses:**
- Agency and placement fees
- Legal fees and court costs
- Required medical expenses for the child prior to adoption (including immunizations)
- Immigration fees
- Translation services
- Transportation and lodging

**Ineligible Expenses:**
- Medical examination fees for the adopting parents
- Personal items such as diapers, clothing, and food for either the parents or the child
- Expenses incurred prior to eligibility for the program
Complete the Adoption Assistance Reimbursement Request Form located on the HR website

Attach itemized receipts for incurred qualified adoption expenses

Attach a copy of the adoption placement certificate

Send the completed Adoption Assistance Reimbursement Request Form and attachments to HR for processing

A claim for adoption assistance benefits must be received by HR no later than 12 months after the earlier of:

- The placement of the eligible child in the eligible employee's home or
- The date the adoption becomes final.
Adding New Dependents to Your Benefits

Having a baby is considered a “life change event” in terms of your benefits. This means, you can update your benefit enrollments without having to wait for the next open enrollment period. Following are a few things you should consider during this life change event.

- **Health, Dental, and Vision Insurance**
  If you plan to add the child to your health benefits, you will need to complete the Healthcare Enrollment Form within 30 days of the birth/placement. The form is on the HR website under the resources tab, forms, benefits tab, enrollment/change forms. You do not need to wait until the baby receives a social security number (SSN) to add him or her to your insurance. Adoptive parents must provide HR with a copy of the official placement documentation.

- **Flexible Spending Account**
  You may elect to participate in or change the amount you contribute to your Health Care and/or Flexible Spending Account (FSA) within 30 days of the birth.

- **Life Insurance**
  You may purchase or increase your Voluntary Term or Group Universal Life Insurance on yourself, as well as Voluntary Dependent Life coverage for your child(ren) and spouse.

Please be sure to update your Life Insurance beneficiaries.
Adding New Dependents to Your Benefits

- **Retirement**
  Contact your retirement vendor to update your beneficiary designations. Retirement vendor contact information is on the HR website.

- **Faculty and Staff Assistance Program**
  Welcoming a baby into the work brings many joys to your family’s life. It can also be stressful. The Faculty and Staff Assistance Program (FSAP) is a free benefit that offers confidential counseling and referral service to you, your household, and dependents living away from home.

- **Taxes**
  You should revisit your federal (W-4) and state (IT-4) tax documents to ensure you are claiming the correct number of allowances and exemptions. Tax forms should be returned to the Payroll Department.

- **Dependent Audit**
  Employees who add new dependents to their plan will be required to participate in this program. HMS Employer Solutions will contact you to request the required supporting documentation. HMS will determine if the dependents enrolled in the healthcare plan meet eligibility guidelines.