

Please visit <https://www.cmu.edu/hr/benefits/time-away/parental-leave.html> for more information. For additional assistance, please contact:

*Matt McCabe*  
Leaves Manager  
Phone: 412-268-5899  
Fax: 412-268-7068  
[mmccabe@andrew.cmu.edu](mailto:mmccabe@andrew.cmu.edu)

*Amelia Kephart*  
Leaves Administrator  
Phone: 412-268-5072  
Fax: 412-268-7068  
[akephart@andrew.cmu.edu](mailto:akephart@andrew.cmu.edu)

*"Birth mother" is defined as any person who gives birth.*

**1. Is Staff Parental and Maternity Leave available for eligible staff members who added children to their families before July 1, 2019?**

Staff Parental and Maternity Leave is available for births and children placed for adoption, foster care or legal guardianship on July 1, 2019 or later.

**2. Who is eligible for Staff Parental and Maternity Leave?**

All full-time regular staff, including full-time TES and special faculty who meet the eligibility requirements, are able to use Staff Parental and Maternity Leave.

**3. What are the eligibility requirements for Staff Parental and Maternity Leave?**

A birth mother is eligible for maternity leave on the first of the month following hire date. Non-birth parents are eligible for parental leave upon completing six months of service.

**4. Whom should I work with to schedule Staff Parental and Maternity Leave?**

Eligible staff members should notify their supervisor as early as possible to plan for time off related to adding a child to your family. Eligible staff must also contact the Office of Human Resources Leaves Administration team in advance of an anticipated leave. The Leaves Administration team will provide detailed instructions for maternity and/or parental leave.

**5. Does the university require documentation to support a request for Staff Parental and Maternity Leave?**

Yes. For maternity leave, a short-term disability claim must be initiated with MetLife prior to the birth. MetLife can be reached at 1-866-729-9201. Parental leave and FML forms must be completed and submitted to the Office of Human Resources prior to the eligible employee's expected leave start date. In addition to the request form, proof of birth (e.g., birth certificate), and/or proof of placement (e.g., letter showing placement of adoption, foster care or legal guardianship) will be required for parental leave.

**6. Can I use maternity leave to cover absences related to my pregnancy or prenatal care?**

Maternity leave is not available until the child is born. For absences related to pregnancy or prenatal care, you may use other types of time off for which you are eligible, such as PTO, floating holidays, short-term disability and/or family medical leave.

**7. Can I use Staff Parental and Maternity Leave intermittently or part-time?**

No. Maternity leave must be used as a single block of four weeks immediately following the birth of a child. Parental leave must be used as a single block of two weeks within 12 months of the birth or placement of child for adoption, foster care or legal guardianship. If less than four weeks of maternity leave/two weeks of parental leave is used, the remaining balance is forfeited.

**8. I work part-time. How much maternity and parental leave am I eligible for?**

Part-time staff members are not eligible for Staff Parental and Maternity Leave. All full-time regular staff, including full-time TES and special faculty who meet the eligibility requirements, are able to use Staff Parental and Maternity Leave.

**9. I have been employed at CMU for six months, but my baby was born three months ago. Am I eligible for parental leave?**

Yes. Upon completion of six months of service, you are eligible to use parental leave until 12 months from the birth.

**10. The maternity leave is only for four weeks, but I will need to be off work longer than that. How is the rest of my leave covered?**

For natural births, the birth mother would take four weeks of paid maternity leave, then two weeks of short-term disability. A birth mother who requires the recommended eight-week physical recovery for a cesarean birth would take four weeks of paid maternity leave, then four weeks of short-term disability. Birth mothers with reserve sick days, PTO and/or floating holidays can use those in lieu of short-term disability. In addition, a birth mother may use the parental leave in lieu of the short-term disability.

**11. I am expecting multiple births. Am I eligible for a longer Staff Parental and Maternity Leave?**

No. One leave is available for each birth event associated with a pregnancy, whether single or multiple births.

**12. Can I use Staff Parental and Maternity Leave more than once within a single year?**

Yes. Maternity and parental leave are available following each birth event. However, parental leave may only be used once in a 12-month period following foster care or legal guardianship.

**13. I am in the process of adopting/fostering a child. When does my eligibility to use parental leave begin?**

You may use parental leave within 12 months of the date the child is placed with you for adoption/foster. Any time off prior to the placement of the child must be PTO or floating holidays.

**14. When does the availability of parental leave renew for foster care placement and legal guardianship?**

Eligible staff may use parental leave once in the 12 months following a child's placement for foster care or legal guardianship. The availability renews 12 months from the date of placement. For example, if you have a child placed in your care and you are using parental leave starting on August 1, 2019, you would not be eligible to use parental leave again for this type of event until August 1, 2020.

**15. Does parental leave carry over if I have not used the full two weeks by the end of 12 months?**

No. You must use the two weeks of parental leave within 12 months of the child's birth or placement for adoption, foster care or legal guardianship.

**16. Can maternity leave be used following a miscarriage or stillbirth?**

Maternity leave is available for a stillbirth when the staff member has an approved disability claim with MetLife.

**17. Am I still eligible for holiday pay or PTO accrual during Staff Parental and Maternity Leave?**

Staff members who are on staff parental/maternity leave on a day observed by the university as a holiday will not be considered observing that holiday for timekeeping purposes. Holidays occurring during staff parental/maternity leave do not extend the leave. Eligible staff members do not accrue PTO during staff parental/maternity leave. If a scheduled leave crosses over a calendar year, any unused floating holidays will be lost.

**18. Does Family Medical Leave (FML) run concurrently with staff parental/maternity leave?**

Yes. FML runs concurrently with Staff Parental and Maternity Leave for staff members eligible for FML.

**19. Can a staff member use Staff Parental and Maternity Leave to receive pay during a period of the year when they would not ordinarily be paid?**

No. Staff Parental and Maternity Leave only provides salary replacement during periods when the staff member would ordinarily receive pay.

**20. How does transferring between positions affect a staff member's ability to use parental leave if one of the positions is not eligible for the leaves?**

If you are eligible for parental leave at the time of the child's birth or placement but later transfer into an ineligible position, your ability to use the leave ends at the time of the transfer. If you are in an ineligible position at the time of the child's birth or placement but later transfer into an eligible position, you may use parental leave for that birth or placement.

**21. May parental leave be used more than once for the same child?**

Parental leave may only be used once per child. For example, a staff member who uses parental leave at the time of foster placement may not request another period of parental leave if the same child is later adopted by the family.

**22. My child was born or adopted on June 30, 2019. Am I eligible for parental or maternity leave of absence?**

No, parental leave and/or maternity leave is available only for births and children being placed for adoption, foster care or legal guardianship that occur on or after July 1, 2019.