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

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“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 or placement of children through adoption, foster care or legal guardianship that occur 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 maternity and parental leave. Part-time staff members are not eligible for 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. When should a staff member notify their supervisor of their need for leave?
   A staff member should notify their supervisor as early as possible to plan for time off related to adding a child to their family. They 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 staff members 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 through 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.
7. Maternity leave is only for four weeks, but my staff member will need to be off work longer than that. 
   **How is the rest of the 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. A birth mother may also use parental leave in lieu of short-term disability.

8. Can I refuse a staff member’s request or ask them to reschedule their leave?
   No. Because these leaves are covered under the Family Medical Leave Act, you do not have the ability 
   to modify or reject a leave request.

9. What should a supervisor do if a staff member has questions about Staff Parental and Maternity 
   Leave?
   All questions should be referred to the Office of Human Resources Leaves Administration team.

10. Is a staff member still eligible for holiday pay or PTO accrual during Staff Parental and Maternity Leave?
    Staff members are not eligible to receive holiday pay for any holidays that occur during a leave of absence. 
    Holidays occurring during Staff Parental and Maternity Leave do not extend the leave. Eligible staff members 
    do not accrue PTO during Staff Parental and Maternity Leave. If a scheduled leave crosses over a calendar 
    year, any unused floating holidays will be lost.

11. Does family medical leave (FML) run concurrently with Staff Parental and Maternity Leave?
    Yes. FML runs concurrently with Staff Parental and Maternity Leave for staff members eligible for FML.

12. 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.

13. 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 a staff member is eligible for parental leave at the time of the child’s birth or placement but later 
    transfers into an ineligible position, the staff member’s ability to use the leave ends at the time of the 
    transfer. If a staff member is in an ineligible position at the time of the child’s birth or placement but later 
    transfers into an eligible position, they may use parental leave for that birth or placement.

14. A staff member’s child was born or adopted on June 30, 2019. Are they 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.