

The Staff Parental and Maternity Leave Program, effective July 1, 2019, gives birth parents\* four consecutive weeks of 100% paid leave to be used immediately following the birth of their child.

The parental leave portion of the program gives all parents, including the birth parent, two consecutive weeks of 100% paid leave, which can be used within one year of the birth or adoption of a child, or adding a child via foster care or legal guardianship.

This toolkit contains the following information regarding the Staff Parental and Maternity Leave Program:

- Guide to Time Off Options for New Parents
- Staff Parental Leave Instructions
- Staff Maternity Leave Instructions
- Parental/Maternity Leave FAQs for Staff Members
- Parental/Maternity Leave FAQs for Supervisors
- Staff Parental Leave Request Form

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 parent" is defined as any person who gives birth.*

**Guide to Time Off Options for New Parents**

New parents at CMU can take advantage of a number of paid and unpaid time off options to recover from childbirth and to care for a child following birth or placement for adoption, foster care or legal guardianship. As of July 1, 2019, these include paid Staff Parental and Maternity Leave of Absence.

<i>Leave/Time Off Type</i>	<i>Pay Status</i>	<i>Intended Use</i>	<i>Eligibility</i>	<i>Availability</i>	<i>Duration</i>	<i>Reference</i>	<i>Notes</i>
<b>Maternity Leave</b>	100% Paid	Recovery from childbirth	All full-time regular staff, including full-time TES and full-time Special Faculty*	First of the month following hire date	Four weeks	<a href="https://www.cmu.edu/hr/benefits/time-away/parental-leave.html">https://www.cmu.edu/hr/benefits/time-away/parental-leave.html</a>	Must be taken as a single block of time immediately after childbirth
<b>Parental Leave</b>		Provide care for a new child		Upon completing six months of service	Two weeks	<a href="https://www.cmu.edu/hr/benefits/time-away/parental-leave.html">https://www.cmu.edu/hr/benefits/time-away/parental-leave.html</a>	Must be taken as a single block of time within 12 months of birth or placement for adoption, foster care or legal guardianship; may only be used once every 12 months for foster care and legal guardianship
<b>Reserve Sick Days (RSD)</b>	100% paid	During an approved short-term disability leave	All full-time regular staff		Can be used after maternity leave for the remaining period of disability	<a href="https://www.cmu.edu/policies/human-resources/paid-time-off.html">https://www.cmu.edu/policies/human-resources/paid-time-off.html</a>	If available, Reserve Sick Days will be used in lieu of STD
<b>PTO/Vacation</b>	100% paid	Staff member's discretion	All full-time regular staff, including full-time special faculty	First of the month following hire date		<a href="https://www.cmu.edu/hr/benefits/time-away/pto.html">https://www.cmu.edu/hr/benefits/time-away/pto.html</a>	Can be used during unpaid FML
<b>Short-Term Disability (STD)</b>	60% paid	Recovery from childbirth	All full-time regular staff, including full-time TES and full-time special faculty	First of the month following hire date	Can be used after maternity leave for the remaining period of disability	<a href="https://www.cmu.edu/hr/benefits/disability-insurance.html">https://www.cmu.edu/hr/benefits/disability-insurance.html</a>	Typical disability period for birth of child is 6 or 8 weeks depending on type of delivery
<b>Family Medical Leave (FML)</b>	Unpaid	Incapacity due to pregnancy, prenatal medical care or childbirth; care for the staff member's child after birth or placement for adoption or foster care	Employed for 12 months; worked at least 1,250 hours in the previous 12 months	Upon completing 12 months of service	Up to 12 weeks in rolling 12-month period, continuous or intermittent	<a href="https://www.cmu.edu/hr/benefits/time-away/fmla.html">https://www.cmu.edu/hr/benefits/time-away/fmla.html</a>	May run concurrently with paid and unpaid leaves and time off

\*These guidelines are not applicable to staff members governed by a Collective Bargaining Agreement (CBA). Pay practices for such staff members shall be governed by the terms of the applicable CBA.

## **Parental Leave of Absence Instructions**

Eligible employees should contact a member of the Office of Human Resources Leaves Administration team (listed below) in advance of an anticipated leave.

### **Parental Leave**

Upon completion of six months of service, eligible staff can use two weeks of paid parental leave within 12 months of their child's date of birth or placement of a child for adoption, foster care or legal guardianship. This time must be taken as a single block of time and cannot be used intermittently. Parental leave may only be used once every 12 months for foster care and legal guardianship. For employees eligible for Family and Medical Leave (FML), parental leave must be used concurrent with FML.

### **Family and Medical Leave (FML)**

FML is a maximum of 12 weeks. When using your two weeks of parental leave, this time will also be designated as FML. The remaining FML time after parental leave can be used as a continuous period of time or can be used intermittently up to one year from the child's date of birth, not to exceed the FML maximum of 12 weeks. This remaining FML time is unpaid unless the employee wishes to use PTO concurrent with the FML.

Married parents who work at the university are both eligible for the two-week parental leave. The provisions of the Family Medical Leave Act regarding married parents, however, still apply to the use of FML to bond with a child. Eligible spouses who work for the same employer are limited to share a combined total of 12 weeks of leave in a 12-month period to bond with a child.

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. Forms may be submitted to Human Resources by fax to 412-268-7068 or by email to a member of the Office of Human Resources Leaves Administration team listed below. In addition to these request forms, proof of birth (ex. birth certificate) and/or proof of placement (ex. letter showing placement of adoption, foster care or legal guardianship) will be required within 30 days of the event date.

### **Enrolling Newborn Child in CMU Benefits**

Eligible employees have 60 calendar days from the date of their child's birth or placement for adoption or legal guardianship to add the child to their Carnegie Mellon benefits. The benefit election change due to a qualifying life event is done through Workday after the event. The employee must provide the child's birth certificate and/or documentation of placement within 30 calendar days of enrollment. For assistance processing this change, contact the Human Resources Service Center at [cmu-works@andrew.cmu.edu](mailto:cmu-works@andrew.cmu.edu) or 412-268-4600.

### **Important Note Regarding PTO and Holidays**

PTO days are not earned during any leaves of absence. As per the PTO Policy, if an eligible employee is on a leave of absence on the first day of a month, PTO will not accrue for that month. Eligible employees resume earning and accruing PTO on the first day of the month following their return to work.

Employees are also not eligible to receive holiday pay for any holidays that occur during a leave of absence, including parental and maternity leave of absence.

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## **Maternity Leave of Absence Instructions**

Eligible employees should contact a member of the Office of Human Resources Leaves Administration team (listed below) in advance of an anticipated leave.

*“Birth parent” is defined as any person who gives birth.*

### **Maternity Leave**

Birth parents are eligible for four weeks of paid time off for physical recovery immediately following birth. This time must be taken as a single block of time immediately following childbirth. The period of disability for a maternity leave is typically six or eight weeks following the birth of a child, depending upon the type of delivery. As the maternity leave is only 4 weeks, Short-Term Disability (STD) and/or Reserve Sick Days (RSD) will be applied for the remaining disability period.

### **Short-Term Disability (STD) and Reserve Sick Days (RSD)**

STD is paid at 60% of the eligible employee’s pay rate for the remaining disability period. Available Reserve Sick Days can be used to receive 100% pay in lieu of the 60% STD pay. STD is paid by Carnegie Mellon through the normal payroll process on regularly scheduled pay dates.

Contact MetLife at 1-866-729-9201 to initiate a short-term disability claim no earlier than 30 days prior to expected due date. **The STD claim must be approved by MetLife before an eligible employee can be paid maternity leave, STD or RSD.**

### **Parental Leave**

Upon completion of six months of service, birth parents are also eligible for two weeks of paid parental leave to bond with their newborn. This time must be taken as a single block of time. Parental can either be used at the conclusion of the four-week maternity leave, after the disability period ends or anytime within one year of the birth. For employees eligible for Family and Medical Leave (FML), parental leave must be used concurrent with FML.

### **Family and Medical Leave (FML)**

FML is a maximum of 12 weeks. The FML begins on the first day of the eligible employee’s disability period and runs concurrent with maternity leave, parental leave, STD and/or RSD. The remaining FML time after these leaves can be used as a continuous period of time or can be used intermittently up to one year from the child’s date of birth, not to exceed the FML maximum of 12 weeks. This remaining FML time is unpaid unless the employee wishes to use PTO concurrent with the FML. You cannot take unpaid FMLA without using parental leave, if available.

Married parents who work at the university are both eligible for the two-week parental leave. The provisions of the Family Medical Leave Act regarding married parents, however, still apply to the use of FML to bond with a child. Eligible spouses who work for the same employer are limited to share a combined total of 12 weeks of leave in a 12-month period to bond with a child.

FML forms must be completed and submitted to the Office of Human Resources prior to the eligible employee’s expected due date. To apply for FML, complete the FML Application Form. Your medical provider must complete the FML Employee Certification Form. Forms may be submitted to Human Resources by fax to 412-268-7068 or by email to a member of the Office of Human Resources Leaves Administration team listed below.

### **Enrolling Newborn Child in CMU Benefits**

Eligible employees have 60 calendar days from the date of their child’s birth to add the child to their Carnegie Mellon benefits. The benefit election change due to a qualifying life event is done through Workday after the child is born. The employee must provide the child’s birth certificate within 30 calendar days of enrollment. For assistance processing this change, contact the Human Resources Service Center at [cmu-works@andrew.cmu.edu](mailto:cmu-works@andrew.cmu.edu) or 412-268-4600.

**Important Note Regarding PTO and Holidays**

PTO days are not earned during any leaves of absence. As per the PTO Policy, if an eligible employee is on a leave of absence on the first day of a month, PTO will not accrue for that month. Eligible employees resume earning and accruing PTO on the first day of the month following their return to work.

Employees are also not eligible to receive holiday pay for any holidays that occur during a leave of absence, including parental and maternity leave of absence.

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*“Birth parent” 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 parent is eligible for maternity leave on the first of the month following hire date. Non-birth parents as well as 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 parent would take four weeks of paid maternity leave, then two weeks of short-term disability. A birth parent 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 parents with reserve sick days, PTO and/or floating holidays can use those in lieu of short-term disability. In addition, a birth parent 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.



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*“Birth parent” 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 parent is eligible for maternity leave on the first of the month following hire date. Non-birth parents as well as 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 parent would take four weeks of paid maternity leave, then two weeks of short-term disability. A birth parent 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 parents with reserve sick days, PTO and/or floating holidays can use those in lieu of short-term disability. A birth parent 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 may be 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.

1. Name:

2. Department:

3. Reason for leave:

Birth     Adoption     Foster Care     Legal Guardianship

Expected date of birth, adoption or placement:

4. Date leave expected to begin:

Date leave expected to end:

5. Staff member signature \_\_\_\_\_ Date \_\_\_\_\_

PRINT supervisor's name:

In addition to this 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 within 30 days of the event date.

Return request form to: Carnegie Mellon University  
OHR — Benefits  
5000 Forbes Avenue  
Pittsburgh, PA 15213-3815  
Fax: 412-268-7068  
Physical Location: UTDC