

## **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.

### **Maternity Leave**

Birth mothers 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 mothers 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 CMUWorks 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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