

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 CMUWorks Service Center at 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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