

PARENTAL LEAVE EMPLOYEE CHECKLIST

Below is an outline of steps to take when requesting parental leave. There may be additional requirements based on which type of leave you select.

STEP 1: Think about the parental leave you want to take.

Keep in mind that these plans may change depending on the actual birth date or adoption date of your child.

- When would you like your leave to begin?
 - Is this before the birth or placement of your child?
 - Are you planning to work up until the birth or placement of your child?
 - Are you planning to take some time off following the birth or placement of your child, return to work for a while, and then take additional time off later?
- How long do you want to be on a leave of absence?
- Are you planning for your leave of absence to be paid (if you qualify) or unpaid?
- When do you plan to return to work?
 - Are you planning to return to work on a reduced work schedule?
 - Are you planning to return to work at your regular work schedule?
 - Will you need reasonable accommodations to help you return to work related to your own medical condition and / or known limitations related to pregnancy, childbirth, or related medical conditions?
 - If you are nursing, will you need access to break times and a private space to pump? Do you need assistance navigating these needs?

STEP 2: Share your parental leave plans with your [Divisional Disability Representative \(DDR\)](#)

- Your DDR will determine which leave options you qualify for and if there is a particular order that they will apply.
- If any portion of your parental leave is unpaid, make sure you understand the potential impact that it can have on your benefits.
- Be sure to discuss your return-to-work plans following your parental leave. Tell your DDR if you need more information about your rights related to expressing breastmilk during the workday (if applicable) and / or if you may need reasonable accommodations related to your own medical condition and / or known limitations related to pregnancy, childbirth, or related medical conditions.
- Employees are expected to provide at least 30 days' notice for a foreseeable event, such as the birth of a child or planned medical treatment. Employees are encouraged to reach out to their DDR as soon as possible to discuss their upcoming leave need and any questions they may have.
- If 30 days' notice isn't possible, or if the absence isn't foreseeable, employees should contact their DDR as soon as possible.
- Employees are encouraged to discuss the anticipated dates of their upcoming leave of absence with their supervisor to make them aware and allow time to begin planning for their absence. Employees do not need to share any medical information with their supervisor.



STEP 3: Complete all applicable forms required for your parental leave.

- Confirm with your DDR which forms you need to fill out. For additional department-specific forms related to your leave, contact your DDR or HR Representative.
- For reasonable accommodations, no form is needed. Contact your DDR directly.
- **Note:** FMLA certification form is not required for FMLA leave to bond with a healthy newborn child or child placed for adoption or foster care.

LEAVE CATEGORY	RELATED CIRCUMSTANCES	PAPERWORK
FMLA and WFMLA	Completed when requesting leave time for employee's or family member's serious health condition	Employee's Serious Health Condition Family Member's Serious Health Condition
Income Continuation Insurance (ICI)	May be applicable if the parental leave request is for employees who are giving birth Check your earning statement to review if you are enrolled or contact Benefits Services to verify	Income Continuation Insurance (ICI) Claim Filing Instructions ICI Brochure ET-2106 Contact Benefits Services to discuss specific circumstances and how benefit can be applied.
Accrued Leave	Paid leave must be entered as it is taken during employee's leave of absence	This may be in MyUW, on paper, or using another method. *Consult with HR Representative or DDR to determine which is required.
Leave without Pay	Completed when requesting to take unpaid leave	FAASLI Staff University Staff
Paid Leave	Completed when requesting Paid Parental Leave and Postdoc Absence with Pay (Parental)	Request form

STEP 4: Parental Leave Approval

- Your DDR will confirm that your Parental Leave has been approved and will issue an approval memo which will be shared with your supervisor.
 - Depending on the timing and circumstances of the start of your leave, you may receive your leave approval memo prior to the beginning of your leave of absence or you may receive it after your leave has begun.

Notify your DDR and your supervisor if the start date of your leave of absence changes from what you had planned.

STEP 5: During your Parental Leave

- Contact your DDR if you are requesting any changes to the duration of your leave of absence or return to work date.
- If your situation requires additional leave time, contact your DDR immediately to discuss options and/or required documentation.

For additional information on each step, visit the Office of Human Resources' Leave webpage for employees. <https://hr.wisc.edu/benefits/leave/>

