



Paid Parental Leave Reminders and Responsibilities Checklist for Supervisors

Taking paid parental leave can be a significant transition for employees. As a supervisor, there are several ways you can support employees who are going out on paid parental leave. Supporting employees during this time is an essential part of being a good leader and promoting a positive work culture. By providing guidance, support, and flexibility, you can help employees successfully navigate the transition back to work after taking paid parental leave. Additionally, being aware of postpartum depression and breastfeeding/pumping rules can contribute to a supportive and inclusive work environment.

This document provides supervisors with a checklist and reminders related to the paid parental leave benefit as they assist employees that request the leave. Below are all the policies, procedures, frequently asked questions, and responsibilities related to the paid parental leave benefit. Please use this document as a guide to ensure a consistent experience for all employees.

Provide the employee with all the following polices and FAQs related to the paid parental leave benefit, at the time the employee requests the leave:

- Provide each of the following links to help assure that employees understand how this benefit works:**
 - [Parental Leave Policy and Procedure](#)
 - [Parental Leave FAQs](#)
 - [Pregnant Workers Fairness Act Policy and Procedures](#)
 - [Family and Medical Leave Act \(FMLA\) Policy](#)
 - [Family and Medical Leave Act FAQs](#)
 - [Short Term Disability Claim Filing Checklist, Guidelines & Activity Log](#)
 - [Your Group Short Term Disability Plan](#)

Connect the employee with your agency’s HR professional that can help them with the necessary forms for utilizing the paid parental leave benefit. For reference, those forms are listed below.

- Paid Parental Leave Policy (Birthing, Non-birthing, and Adoptive Parents)**
 - [Paid Parental Leave Request Form-](#) An employee can submit this form as soon as they have shared that they (or their partner) are pregnant/expecting an adoption placement, using the pregnancy due date/placement date as the anticipated start date of the parental leave. The leave should be conditionally approved assuming that documentation of the birth/placement is provided within 30 days of the birth/placement. After the child is born/placement is confirmed, HR will send confirmation via email to you, the supervisor, and employee of the approved PPL timeframe.
 - **Paid Parental Leave Schedule- Leave may be taken in 2 week increments and requested in advance.** An employee must submit this form when requesting to use parent leave intermittently. The employee must provide a breakdown of their anticipated usage of paid parental leave. This schedule must be submitted along with the paid parental leave request form to both you, their supervisor, and human resources.

****After notification to human resources that the child has been born/placed, the employee and their**

	<u>supervisor should receive a follow-up email from human resources to confirm the employee's approved paid parental leave timeframe. This helps to assure that the anticipated return to work date is clear for all parties.</u>
<input type="checkbox"/>	Family and Medical Leave (FMLA), if eligible (Birthing and Non-Birthing Parents) <ul style="list-style-type: none"> ○ FMLA Eligibility Determine if an employee is eligible for FMLA ○ FMLA Medical Certification for the birthing employee Specify to the employee that they have 15 days from the date the paperwork is issued to the employee to return this form to their human resources representative. ○ FMLA Medical Certification for non-birthing employee Specify to the employee that they have 15 days from the date the paperwork is issued to the employee to return this form to their human resources representative. ○ Return to Work form for the birthing employee Assure that employee's understand that this form must be provided to human resources prior to the end of the Paid Parental Leave timeframe in order to be eligible to return to work. If such certification is not received, the employee's return to work may be delayed until the certification is provided.
<input type="checkbox"/>	Short-term Disability, if employee is the birthing parent <ul style="list-style-type: none"> ○ Provide the employee with information on how to file a Short-Term Disability claim with Hartford and be clear that it must be filed no later than their 15th day out on leave. ○ Ask the employee to sign and return the Employee Acknowledgment Notice to their human resources representative within their 15th day out on leave.

Complete the following steps to help assure an employee experiences a smooth transition to and from paid parental leave:

<input type="checkbox"/>	Provide the employee with a list of additional resources for expecting parents. This includes information on flexible spending account(s), and the Employee Assistance Program (EAP) ComPsych® Guidance Resources® – a FREE program available exclusively for State of Delaware Group Health Plan non-Medicare members and their dependents, and much more.
<input type="checkbox"/>	Share information about DE Thrives , which includes many of Delaware's maternal and child health efforts.
<input type="checkbox"/>	Provide clear guidance: Before the employee goes out on leave, provide clear guidance on what will happen during their absence, including how their work will be covered and what expectations you have for their return.
<input type="checkbox"/>	Ask if the employee would like to provide any alternate contact information. An employee may not check their work email address while out on leave but there may be a need to contact the employee solely related to the processing of their benefit. Do not contact the employee during leave unless it is related to their leave.
<input type="checkbox"/>	Share information on breastfeeding and pumping rules: If the employee plans to breastfeed or pump milk upon their return, provide them with information on the rules and accommodations available under state and federal laws, such as Pregnant Workers Fairness Act Policy and Procedures .
<input type="checkbox"/>	Document the employee's anticipated return date. Check in with the employee two weeks prior to their anticipated return date to confirm the date of return. If the employee provided alternate contact information, be sure to send any information related to the paid parental leave benefit to both their state email address and alternate contact information.
<input type="checkbox"/>	Returning from paid parental leave can be a significant transition for employees. Make sure the employee feels welcomed back to the workplace and valued as a member of the team.
<input type="checkbox"/>	Within the first week of the employee's return from paid parental leave, schedule a meeting to discuss how the work shifted while they were out on leave as well as how to best transition the employee back into the workflow.
<input type="checkbox"/>	Check in with the employee regularly to see how they are adjusting to being back at work, and offer support as needed. Create an open and non-judgmental environment where employees feel comfortable discussing their concerns and challenges.

<input type="checkbox"/>	Be flexible: Be open to making accommodations for the employee as they transition back into their role, such as offering a flexible work schedule or reduced workload for the first few weeks.
<input type="checkbox"/>	Be aware of postpartum depression: Be attentive to signs of postpartum depression in returning employees. These signs may include persistent sadness, anxiety, changes in appetite, difficulty sleeping, or feelings of guilt or worthlessness. If you suspect an employee may be experiencing postpartum depression, encourage them to seek professional help. Share resources such as the Postpartum Depression Hotline.