

## Paid Parental Leave Reminders and Responsibilities Checklist for Human Resource Professionals

This document provides human resource professionals 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 taking paid parental leave as a state employee. Please use this document as a guide to ensure a consistent experience for all employees. Be sure to send all the following information to employees that request paid parental leave, as soon as possible after their request, and include any pertinent due dates for all forms.

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

<input type="checkbox"/>	<p><b>Provide each of the following links to help assure that employees understand how this benefit works:</b></p> <ul style="list-style-type: none"> <li>○ <a href="#">Parental Leave Policy and Procedure</a></li> <li>○ <a href="#">Parental Leave FAQs</a></li> <li>○ <a href="#">Pregnant Workers Fairness Act Policy and Procedures</a></li> <li>○ <a href="#">Family and Medical Leave Act (FMLA) Policy</a></li> <li>○ <a href="#">Family and Medical Leave Act FAQs</a></li> <li>○ <a href="#">Short Term Disability Claim Filing Checklist, Guidelines &amp; Activity Log</a></li> <li>○ <a href="#">Your Group Short Term Disability Plan</a></li> </ul>
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**Provide the following forms to employees requesting paid parental leave as soon as applicable and include all pertinent due dates for when forms must be returned:**

<input type="checkbox"/>	<p><b>Paid Parental Leave Policy (Birthing, Non-birthing, and Adoptive Parents)</b></p> <ul style="list-style-type: none"> <li>○ <a href="#">Paid Parental Leave Request Form-</a> 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.</li> <li>○ <b>Paid Parental Leave Schedule- Leave may be taken in 2 week increments and requested in advance.</b> An employee must submit this form when requesting to use parent leave intermittently. The employee must provide a breakdown of your anticipated usage of paid parental leave. This form must be submitted with the paid parental leave request form.</li> </ul> <p><b><i>** After receiving notification from the employee or supervisor that the child has been born/placed, send a follow-up email to the employee and their supervisor to confirm the approved paid parental leave timeframe. This helps to assure the anticipated return to work date is clear to all parties.</i></b></p>
<input type="checkbox"/>	<p><b>Family and Medical Leave (FMLA), if eligible (Birthing and Non-Birthing Parents)</b></p> <ul style="list-style-type: none"> <li>○ <a href="#">FMLA Eligibility</a> Determine if an employee is eligible for FMLA. After completion of the form send confirmation to the employee regarding their eligibility.</li> <li>○ <a href="#">FMLA Medical Certification for the birthing employee</a> Specify to the employee that they have <b>15 days</b> from the date the paperwork is issued to the employee to return this form to their human resources representative.</li> </ul>

	<ul style="list-style-type: none"> <li>○ <a href="#">FMLA Medical Certification for non-birthing employee</a> Specify to the employee that they have <b>15 days</b> from the date the paperwork is issued to the employee to return this form to their human resources representative.</li> <li>○ <a href="#">Return to Work form for the birthing employee</a> Assure that employees 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.</li> </ul>
<input type="checkbox"/>	<p><b>Short-term Disability, if employee is the birthing parent</b></p> <ul style="list-style-type: none"> <li>○ Provide the employee with information on how to file a <a href="#">Short-Term Disability claim</a> with Hartford and be clear that it must be filed <b>no later than their 15<sup>th</sup> day</b> out on leave.</li> <li>○ Ask the employee to sign and return the <a href="#">Employee Acknowledgment Notice</a> <b>no later than their 15<sup>th</sup> day</b> out on leave to their human resources representative.</li> </ul>

**Provide the following additional forms and information that may be applicable/helpful:**

<input type="checkbox"/>	<p><b>Provide the following language to employees for adding a new dependent to your benefits:</b></p> <p>To add your child to your benefits, please fill out and sign the <a href="#">Benefit Change Form</a>. HR will also need a copy of your child's birth certificate and social security card once you have received it. Once your benefits have been changed, your child's health benefits will be effective the day of birth. A form from the hospital showing he/she was born with a date of birth is acceptable until you receive the birth certificate and social security card. You have 30 days from birth/adoption placement to make the change to your benefits.</p>
<input type="checkbox"/>	<p>Provide the employee with a list of <a href="#">additional resources</a> for expecting parents. This includes information on flexible spending account(s), and the <a href="#">Employee Assistance Program (EAP) ComPsych® Guidance Resources®</a>– a FREE program available exclusively for State of Delaware Group Health Plan non-Medicare members and their dependents, and much more.</p>