



OSU PAID PARENTAL LEAVE AND FAQs

Oklahoma State University recognizes the importance of supporting new parents with time off to care for and bond with their child after birth, adoption, or placement of foster child(ren). OSU Paid Parental Leave supports employees by allowing the primary caregiver up to six weeks of paid leave and the secondary caregiver up to three weeks per qualifying event. This leave will be taken within the twelve weeks immediately following the date of birth, adoption, or foster placement and may begin up to thirty days before the event. One parental leave event may be taken per calendar year.

Benefit

Each eligible parent is responsible for designating their own caregiver status. (Primary or Secondary) The duration of Paid Parental Leave is not increased by the birth, adoption, or foster of multiples (twins, triplets, etc.) Paid parental time off may be taken in cases of stillbirth. In such an event, with appropriate medical documentation, the eligible parent(s) may use two weeks of paid parental time off. (Additional time may be taken in these circumstances for bereavement and use of accrued sick leave balances in accordance with existing policy.) The employee will return to the same position (or equivalent), including equal pay, seniority, and benefits.

Eligibility

- Benefits-eligible (0.75 FTE) faculty or staff with six months or more continuous service with OSU.
- If both parents are employees eligible for paid parental leave and both intend to take the leave, one employee must be designated as the primary caregiver and the other as the secondary caregiver.
- The employee(s) may not receive short- or long-term disability payments while using this leave.
- Employees on less than twelve-month appointments may not request or receive benefits from Paid Parental Leave when not in a paid status.

Process

- Employees will provide written notice to their unit as soon as possible when anticipating parental time off and initiate the Parental Leave and FMLA process with the Absence Management Specialist.
- FMLA will be auto designated and run concurrently with this leave if the employee is eligible.
- The formalized application process is coordinated through the Absence Management Specialist to include verification documents such as medical information, birth certificate, or court order.
- Eligibility review by Absence Management Specialist and approval by the Director of HR Consulting Services.
- Approved requests will be paid at the recipient's base pay rate as of the last day worked by the recipient's department. This amount will be prorated to align with the recipient's FTE.
- Leave may be applied retroactively for a maximum of two pay periods (one for monthly and two for bi-weekly) preceding the approval date.
- Sick and annual leave will continue to accrue when an employee uses this benefit.
- Paid parental time off must be exhausted before using accrued sick, annual, or comp time leave.

FREQUENTLY ASKED QUESTIONS

Q. Can I take OSU Paid Parental Leave on an intermittent basis?

A. Only blocks of leave will be approved.

Q. How long must I work for OSU before I am eligible for this leave?

A. Six months of continuous service.

Q. Will I accrue leave while I am on OSU Paid Parental Leave?

A. Yes.

Q. As a faculty member, am I eligible to use the benefit during the summer?

A. Faculty would be eligible to utilize this benefit during their regular appointment period and during any summer research or teaching assignments.

Q. Will my benefits continue to be paid during OSU Paid Parental Leave?

A. Yes.

Q. Can I be on short or long-term disability while using OSU Paid Parental Leave?

A. No.

Q. Will OSU Paid Parental Leave go towards my FMLA entitlement?

A. Yes, it will run concurrently with FMLA.

Q. When OSU is closed for Admin Leave or Holiday Leave, does that leave go towards the OSU Paid Parental Leave Entitlement?

A. No, neither Admin Leave nor Holiday Leave will count towards OSU Paid Parental Leave entitlement. OSU Paid Parental Leave will be extended.

OSU reserves the right to revise or end this program at any time.