

PARENTAL LEAVE REFERENCE GUIDE: EAP STAFF

FMLA Provides: 12 weeks of unpaid job protected time and continuation of benefits (medical/dental/vision) while on leave. Paid time off is provided under the university salary continuation policy, if applicable.

RESPONSIBILITIES

Birth Parent

- Complete FMLA leave application/medical certification and provide to Human Resources
 - 30 days before leave begins **OR** as soon as possible for unexpected leave
 - Sections 1 & 2 completed by employee
 - Section 3 completed by health care provider
- Provide updated physician notes to Human Resources after follow-up appointments or if circumstances of the leave change
- Paid Parental Leave will be entered through HR/Payroll, if applicable
- Record vacation in UltraTime, if applicable (your supervisor may do this on your behalf)
- Provide a return to work release from your physician prior to or on the day you return
 - Must state exact return date and with or without restrictions
 - If there are restrictions, these must be provided at least 2 days prior to your return

Non-Birth Parent

- Notify supervisor and HR of anticipated date of delivery, the amount of time off that will be taken under FMLA (up to 12 weeks of leave), and how that time will be covered (paid, unpaid, or combination)
- Paid Parental Leave will be entered through HR/Payroll, if applicable
- Record vacation time in UltraTime, as applicable (your supervisor may do this on your behalf)

PAY/BENEFITS

Birth Parent

- Up to 12 weeks of FMLA leave available if you have worked for GVSU for 1 year and worked 1,250 hours in the preceding 12 months to the first day of leave
- 6 weeks (natural birth) or 8 weeks (C-section) covered by salary continuation, if applicable
- Up to an additional 6 weeks of leave may be taken as parental leave (if qualified), vacation, and/or unpaid time

Non-Birth Parent

- Up to 12 weeks of FMLA leave available if you have worked for GVSU for 1 year and worked 1,250 hours in the preceding 12 months to the first day of leave
- Up to 6 weeks of leave may be taken as parental leave (if qualified)
- Additional time may be taken using vacation and/or unpaid time

Both Parents Employed by GVSU

- Shared bonding time (not medically necessary) of 12 weeks total under FMLA
 - Birth parent receives 6-8 weeks of medical necessary leave; remaining 4-6 weeks is part of the shared bonding time
 - Non-birth parent is eligible for up to 12 weeks of leave depending on amount of bonding time taken by birth parent

HR CONTACT

Your HR Business Partner

See chart: www.gvsu.edu/hro/hrbp

Call: (616) 331-2215

Fax: (616) 331-3216

