

## MATERNITY AND/OR PARENTAL LEAVE

**Read through reference materials**

- FMLA information: <http://hr.uw.edu/ops/leaves/fmla/overview/>
- Parental Leave: <http://hr.uw.edu/ops/leaves/parental-leave/>
- Shared Leave: <https://hr.uw.edu/ops/leaves/shared-leave-options/shared-leave/>
- Paid Family and Medical Leave (PFML): <https://hr.uw.edu/ops/leaves/paid-family-and-medical-leave-pfml/>
- Leave of Absence Journey Map: <https://isc.uw.edu/wp-content/uploads/2016/10/Leave-of-Absence-FMLA-Only.pdf>

**Discuss leave plans with supervisor**

- Review information regarding pay: <http://hr.uw.edu/ops/leaves/parental-leave/>
- Note: You will not accrue annual or sick leave during months where you have more than 30 days of leave without pay.

**Complete and submit the appropriate medical provider certification: <https://hr.uw.edu/forms/>**

- FMLA (campus) Parental-Maternity-Leave-for-Birth-Parent
- FMLA (campus) Parental-Leave-for-Parent-Other-Than-Birth-Parent
- Form can be submitted post-delivery, if necessary

**Enter leave and time offs requests in Workday**

- Enter entire period of **Leave of Absence** (LOA): [https://isc.uw.edu/user-guides/loa\\_sick\\_injured\\_becoming\\_parent\\_sc/](https://isc.uw.edu/user-guides/loa_sick_injured_becoming_parent_sc/)
- Request **daily time off** for your LOA in Workday: [https://isc.uw.edu/user-guides/enter\\_absence/](https://isc.uw.edu/user-guides/enter_absence/)

**Add child to UW insurance**

- You have 60 days from the birth/adoption of your child to enroll him/her in your medical/dental plan via Workday. Review user guide: [https://employeehelp.workday.uw.edu/user-guides/soe\\_birth\\_adoption/](https://employeehelp.workday.uw.edu/user-guides/soe_birth_adoption/)
- Review guidelines for dependent verification documents: <https://employeehelp.workday.uw.edu/your-benefits/dependent-verification/>
- Review information regarding other changes related to birth/adoption life event: <https://employeehelp.workday.uw.edu/your-benefits/changing/life-events/birth-or-adoption/>
- If you have any questions about eligibility, or about the process of adding a dependent child to your health insurance coverage, call the Benefits Office at (206) 543-4444.