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/

☐ 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 off requests in Workday
  - Enter entire period of Leave of Absence (LOA): 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/

☐ Add child to medical/dental insurance
  - You have 60 days from the birth/adoption of your child to enroll him/her in your medical/dental plan
  - Enrollment Form and dependent verification document: https://isc.uw.edu/your-benefits/maintaining-benefits/uw-benefits/life-events/
  - Send the form to:
    Benefits Office
    University of Washington, Box 354969
    Seattle, WA 98195-9555
  - 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.