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 offs 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 UW insurance
  - You have 60 days from the birth/adoptions of your child to enroll him/her in your medical/dental plan via Workday. Review user guide: https://employeeprofessional.drworkday.uw.edu/user-guides/soe_birth_adoption/
  - Review guidelines for dependent verification documents: https://employeeprofessional.drworkday.uw.edu/your-benefits/dependent-verification/
  - Review information regarding other changes related to birth/adoptions life event: https://employeeprofessional.drworkday.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.