

MATERNITY AND 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/>
- 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.

Eligibility for shared leave during approved parental leave or eligible pregnancy-related medical condition

- <https://hr.uw.edu/ops/leaves/shared-leave-options/shared-leave/>

Enter leave request in Workday

- Workday User Guide: https://isc.uw.edu/user-guides/loa_sick_injured_becoming_parent_sc/

Complete the *Family and Medical Leave Certification of Health Care Provider* form

- Doctor should indicate delivery date on the form and include duration of incapacity.
- <https://hr.uw.edu/ops/wp-content/uploads/sites/4/2016/07/FMLA-Health-Personal-Certification-03-19-18.pdf>
- Form can be submitted post-delivery, if necessary

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:
Integrated Service Center (ISC)
University of Washington, Box 359555
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 ISC at (206) 543-8000.