

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

- <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/

Submit a *Parental Leave Certification Form* to HR

<https://hr.uw.edu/wp-content/uploads/sites/4/2016/07/FMLA-Parental-Leave-for-Parent-Other-Than-Birth-Mother-20190621.pdf>

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.