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/

☐ 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 and/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 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

☐ Paid Family and Medical Leave
  ▪ Review information regarding Washington State’s Paid Family and Medical Leave benefit: https://hr.uw.edu/ops/leaves/paid-family-and-medical-leave-pfml/

☐ 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.