



Fact Sheet and Frequently Asked Questions (FAQs)– Paid Parental Benefit

The following provides an overview of the University of Chicago's Paid Parental Benefit.

PAID PARENTAL BENEFIT FAQs

1. What is the paid parental benefit?

The paid parental benefit provides income replacement, to staff employees, in order to bond after the birth or adoption of a child.

2. Who is considered eligible for the paid parental benefit?

Employees who are benefits eligible and have completed one consecutive year of service prior to the birth or adoption are eligible for the paid parental benefit. Employees who are represented by a union are not eligible unless the benefit is provided under their collective bargaining agreement.

3. What paperwork will be required to qualify for the paid parental benefit?

The staff member must request leave in Workday. If eligible for the benefit, it will be applied to the leave. The employee must provide supporting documentation (birth certificate or adoption confirmation) to Leave Administration.

4. If the employee doesn't submit the required documents, will they still receive the benefit?

No, the employee must submit the required documentation to be eligible for the paid parental benefit.

5. How much will the employee receive, if approved for the paid parental benefit?

Pay is determined by the employee's primary position's regular base rate of pay and scheduled weekly hours of work at the time of the leave.

6. How long will the employee receive the paid parental benefit?

An employee may receive up to 6 weeks of paid parental benefit. The paid parental benefit must be completed within one year after the birth or adoption of the child and must be taken in one block, except as allowed to cover the STD waiting period.

7. How does the paid parental benefit work with short-term disability (STD)?

Employees eligible for STD may elect to use the paid parental benefit in up to two one-week increments to cover the STD waiting period. This may be done regardless of the employee's accrual balance. An employee who chooses to take one or two weeks of the paid parental benefit to cover the STD waiting period must use the remaining four or five weeks of the paid parental benefit in a single block within one year of the child's birth. Employees may also elect to forgo STD benefits and use the paid parental benefit; however, a return-to-work release is still required.

8. How does the paid parental benefit work with FMLA?

If the employee is eligible for both the paid parental benefit and FMLA, they will run concurrently.

9. If both parents work in the same unit, can they use the benefit at the same time?

If both parents are University employees, each is entitled to the paid parental benefit. If both work in the same unit, the department may elect to allow only one parent to utilize the paid parental benefit at a time.



Fact Sheet and Frequently Asked Questions (FAQs)– Paid Parental Benefit

10. How are Health and Welfare benefits paid?

The University will maintain health insurance and other group benefits on the same conditions as if the employee was working, subject to applicable plan documents and law. While receiving the paid parental benefit, the employee's share of the benefit premiums will be paid through automatic payroll deductions.

11. How will this time be recorded in University's timekeeping system?

Leave Administration will indicate that the employee will be utilizing the paid parental benefit in the approval notice and in Workday. The unit does **not** need to enter time into the University's timekeeping system.

MORE INFORMATION

More information is available from the following sources:

- [FMLA Policy](#)
- [Non-FMLA Policy](#)
- Leave Administration: leaveadministration@uchicago.edu or (773)702-9634



Fact Sheet and Frequently Asked Questions (FAQs)– Paid Parental Benefit

Paid Parental Benefit:

- Provides non-union benefits eligible staff employees up to 6 weeks of pay to be completed within 12 months of when the employee's child is born or adopted.
- Pay is determined by the employee's primary position's regular base rate of pay at the time of the benefit, minus normal deductions.

Eligible Employees:

- This policy applies to all benefits eligible staff employees who have completed one (1) consecutive year of service prior to the birth or adoption of a child. Employees represented by a union may be governed by the provisions of the appropriate collective bargaining agreement.

Statement:

- Employees using the paid parental benefit who are also eligible for FMLA leave will have FMLA time run concurrently.
- When both parents are eligible staff employees, each is entitled to the paid parental benefit for the birth or adoption. However, where both parents are University employees working in the same department, the department may elect to allow only one of the parents to utilize the paid parental benefit at a time.
- Staff employees who are receiving a foster child placement should refer to Policy U522 FMLA.
- Except as allowed to cover the waiting period for Short-Term Disability, paid parental benefit must be used in one block within twelve months of the birth or adoption.
- Births of twins/multiples do not extend the benefit.

The University's Responsibilities:

- The University will inform any employee whether they are eligible under the paid parental benefit. If the University determines that the employee is not eligible for the paid parental benefit, it will notify the employee and provide a reason for ineligibility.

In addition to receiving the Paid Parental benefit, employees:

- maintain all benefits for which they are enrolled, provided they continue to pay their share of the premiums, subject to applicable policies and plans; maintain their original benefits-eligible (service) date; and
- maintain their previously earned personal holiday and vacation accrual balances.
- remain financially responsible for payroll deductions such as taxes, insurance, credit union and other deductions. These deductions are made against paid parental benefit payments in accordance with payroll schedules.