



UNIVERSITY OF
MICHIGAN



Maternity (Childbirth) and Parental Leave

Toolkit for Administrators and Supervisors

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About This Toolkit

As of September 1, 2018, the University of Michigan will offer new paid maternity (childbirth) and parental leaves to support faculty and staff who welcome children by birth, adoption, foster care or legal guardianship.

This toolkit is designed to help administrators and supervisors to:

- Understand the new leave benefits, including eligibility criteria.
- Support requests from faculty and staff for time off when they expand their families.
- Update business processes as needed to accommodate the new leave types.

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For More Information

Complete information and additional resources are available at hr.umich.edu/parental-leave.
For additional questions, please email parental-leave@umich.edu.

Maternity (Childbirth) and Parental Leave Overview

As of September 1, 2018, U-M will offer new maternity and parental leave benefits to support faculty and staff who welcome children by birth, adoption, foster care or legal guardianship. Together, the new benefits provide birth mothers up to 12 weeks and other parents up to 6 weeks of paid time off in addition to current leave options.

	Maternity (Childbirth) Leave	Parental Leave
Who will use the leave?	Birth mother (defined as any person who gives birth)	All parents (including birth mothers who also take maternity leave) and legal guardians of children
What is the purpose?	Physical recovery from childbirth	Bonding with a new child
How long is the leave?	Up to 6 weeks (240 hours with a full-time appointment)	Up to 6 weeks (240 hours with a full-time appointment)
When is the leave available to use?	Immediately following childbirth	Within 12 months of the birth or placement for adoption, foster care or legal guardianship (with scheduling subject to department approval)
How often may the leave be used?	With each birth	With each birth or adoption; once every 12 months for foster care and legal guardianship
When does eligibility begin?	Upon hire	Upon completing 6 months of service ¹
Who is eligible to take the leave? ²	<ul style="list-style-type: none"> • Regular faculty³ • Regular campus⁴ and Medical School staff with at least a 20% appointment • Regular Michigan Medicine staff on the PTO plan with at least a 50% appt. • Postdoctoral research fellows⁵ 	

¹Birth or placement with parents must take place after the employee completes 6 months of service to be eligible for parental leave.

²Faculty and staff covered by a collective bargaining agreement should consult their contract regarding eligibility for leave benefits.

³Eligible faculty may choose parental leave in lieu of one semester of modified duties. Non-instructional faculty must have at least a 20% appointment to be eligible for parental leave, but do not have a minimum effort requirement for maternity leave.

⁴Includes Ann Arbor, Flint and Dearborn campuses.

⁵Eligibility for postdoctoral research fellows is subject to the rules of the sponsor or grant. UMOR maintains a central fund to cover maternity or parental leave charges, regardless of funding source.

For those who are eligible, parental leave replaces the option to use short-term sick time to bond with a new child in the year following the child's birth or arrival in the home.

New timekeeping codes MRL (maternity leave) and PRL (parental leave) are available as of September 1, 2018. Like other time off, units will track maternity and parental leave for faculty and postdoctoral research fellows in accordance with local business processes.

Also effective September 1, 2018, eligibility for all uses of extended sick time will be reduced from two years of service to one year for faculty, campus staff and Medical School staff. This change does not affect eligibility for Michigan Medicine staff on the PTO plan, which already begins at one year.

For complete information, visit hr.umich.edu/parental-leave or contact parental-leave@umich.edu.

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Maternity (Childbirth) and Parental Leave Fact Sheet

Overview

- As of September 1, 2018, the university will offer new maternity (childbirth) and parental leave benefits to support faculty and staff who welcome new children by birth, adoption, foster care or legal guardianship.
- Taken together, the new benefits will provide birth mothers up to 12 weeks and other parents up to 6 weeks of paid time off in addition to other leave options.
- Two adjustments to existing time off policies will accompany the new leave types.
 - Eligibility for all uses of extended sick time will be reduced from two years of service to one year for faculty, campus staff and Medical School staff. (This change does not impact Michigan Medicine staff on the PTO plan.)
 - For those who are eligible, parental leave replaces the option to use short-term sick time to care for a new child in the year following the child's birth or arrival in the home.

Rationale

- An emerging national dialogue on the benefits of paid parental leaves for children and families makes a focus on these leaves both timely and important for the university.
- Multiple internal stakeholders have advocated for enhanced parental leave benefits in recent years, including the Michigan Medicine Department of Obstetrics and Gynecology, the ADVANCE Program, CEW+ and the Voices of the Staff benefits team.
- In addition to the positive impacts on U-M faculty, staff and their families, the new benefits are expected to:
 - Assist departments to recruit and retain exceptional faculty and staff.
 - Address equity concerns by providing a standard policy for new and existing faculty and staff, with clearly defined eligibility criteria.
 - Provide clarity to departments, candidates, and current faculty and staff about benefits for new parents.
 - Expand access to extended sick time.
- The university periodically reviews benefits to ensure we remain highly competitive. Benchmarking shows that enhanced family leave is a leading-edge benefit among our peers in higher education and health care.

Maternity (Childbirth) Leave

- Maternity leave addresses the need for physical recovery from childbirth. "Birth mother" is defined as any person who gives birth.
- The new maternity leave benefit supports a standard 6-week recovery period (up to 240 hours with a full-time appointment). In the event of a cesarean section or medically complicated delivery, extended sick time or other time off may supplement maternity leave.
- Maternity leave will be available to eligible faculty and staff upon hire.

Parental Leave

- Parental leave provides an opportunity for all parents and legal guardians to bond with a new child. Eligible birth mothers can take both maternity and parental leave, for a total of 12 weeks.
- Up to 6 weeks of parental leave (240 hours with a full-time appointment) will be available to use within 12 months of the child's birth or placement for adoption, foster care or legal guardianship.
- The birth or placement for adoption, foster care or legal guardianship must occur after the eligible individual completes 6 months of service in order to use parental leave.
- Parental leave is subject to scheduling approval by the department, although units must allow a single block of time if requested.
- Eligible faculty may choose parental leave in lieu of one semester of modified duties.

Eligibility and Implementation

- Eligibility for maternity and parental leave includes:
 - Regular faculty
 - Non-instructional faculty with at least a 20% appointment (for parental leave only; no minimum effort requirement for maternity leave)
 - Regular campus and Medical School staff with at least a 20% appointment
 - Regular Michigan Medicine staff on the PTO plan with at least a 50% appointment
 - Postdoctoral research fellows (subject to the rules of the sponsor or grant; UMOR maintains a central fund to cover charges for postdocs, regardless of funding source.)
- As part of the initial implementation, eligible faculty and staff who added children to their families between July 1 and August 31, 2018, may request to use parental leave between September 1, 2018 and August 31, 2019. Maternity leave is available for births that occur on or after September 1, 2018.
- Faculty and staff covered by a collective bargaining agreement should consult their contract regarding eligibility for leave benefits.

Best Practices

- Faculty and staff should begin discussions with their departments to plan for maternity and parental leave as early as possible.
- In partnership with human resources, units may establish consistent parental leave scheduling guidelines as needed to support local business processes.
- For timekeeping and payroll purposes, leave requests will be handled as follows:
 - Faculty and postdoctoral research fellows – Contact administrator
 - Ann Arbor campus staff – Complete the SSC Maternity (Childbirth) and Parental Leave Request eForm
 - Michigan Medicine staff – Contact the Michigan Medicine HR Solutions Center
 - Flint and Dearborn campus staff – Contact the regional HR office

Learn More

For more details, visit hr.umich.edu/parental-leave. For questions or confidential assistance, contact parental-leave@umich.edu.

Maternity (Childbirth) and Parental Leave Examples

The following scenarios show potential uses of the maternity (childbirth) and parental leave benefits available as of September 1, 2018. These simplified examples are intended for illustration only and do not represent every potential scenario. For complete eligibility criteria and other information, please refer to hr.umich.edu/parental-leave. Faculty and postdoctoral research fellows should contact their administrator for assistance.

Notes:

- FMLA may run concurrently with paid and unpaid time off.
- Maternity leave must be used immediately following childbirth. Parental leave must be used within 12 months of the birth or placement for adoption, foster care or legal guardianship.
- Maternity leave is available to eligible faculty and staff upon hire. Parental leave is available to eligible faculty and staff after 6 months of service.
- Effective September 1, 2018, eligibility for all uses of extended sick time will be reduced from two years of service to one year for faculty, campus staff and Medical School staff.
- Eligible faculty may elect parental leave in lieu of one semester of modified duties.
- Units may establish local parental leave scheduling guidelines (e.g., regarding intermittent use).
- Unpaid leaves of absence are still available; may require first exhausting other types of time off.
- Eligibility for postdoctoral research fellows is subject to the rules of the sponsor or grant (central pool funding is available from UMOR, regardless of funding source).

Birth Mother Examples

“Birth mother” is defined as any person who gives birth.

1. Birth Mother – Eligible for Both Leaves



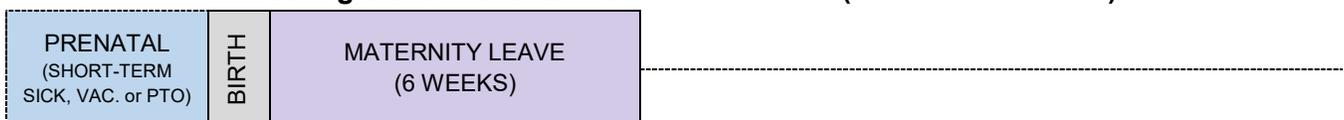
2. Birth Mother – C-Section (8-Week Recovery), Eligible for Both Leaves + Extended Sick



3. Birth Mother – Eligible for Both Leaves, Adds Unpaid Leave to Extend Time Off



4. Birth Mother – Not Eligible for Parental Leave or Ext. Sick (<6 Months Service)



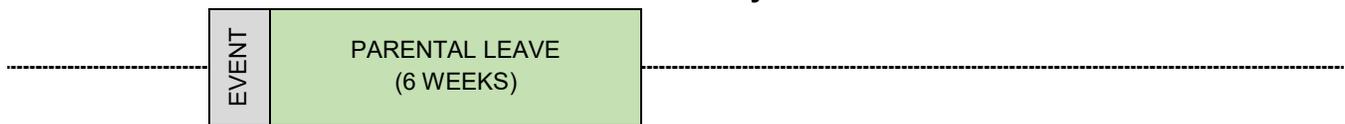
5. Birth Mother – Not Eligible for Parental Leave (<6 Months Service), Extends Time Off



Non-Birth Parent Examples

Applies to eligible fathers, other non-birth parents, adoptive parents, foster parents, and legal guardians of children. “Event” can refer to a birth or placement for adoption, foster care or legal guardianship.

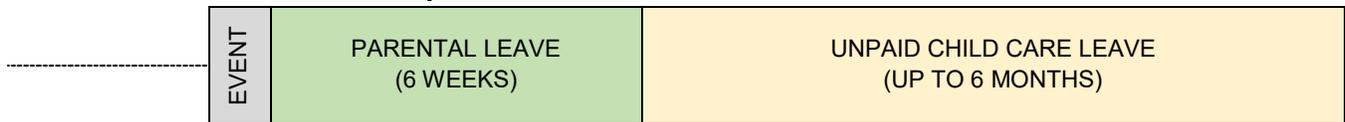
6. Non-Birth Parent – Uses Parental Leave Immediately



7. Non-Birth Parent – Uses Parental Leave Within 12 Months



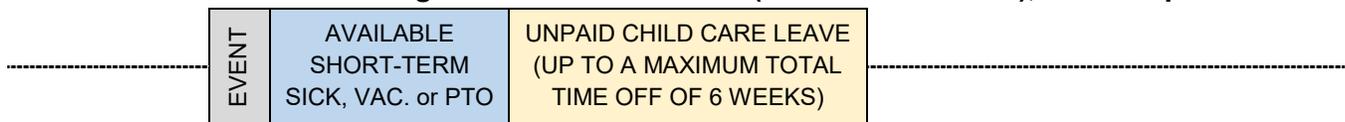
8. Non-Birth Parent – Adds Unpaid Leave to Extend Time Off



9. Non-Birth Parent – Not Eligible for Parental Leave or Unpaid Leave (<6 Months Service)



10. Non-Birth Parent – Not Eligible for Parental Leave (<6 Months Service), Adds Unpaid Leave



Guide to Time Off Options for New Parents

New parents at U-M can take advantage of a number of paid and unpaid time off options to recover from childbirth and to care for a child following birth or placement for adoption, foster care or legal guardianship. As of September 1, 2018, these include paid maternity (childbirth) and parental leaves. Some options must be granted at the faculty or staff member's request and others are discretionary. While the chart below does not specifically include vacation time and Paid Time Off (PTO), eligible individuals may request to use these types of paid time to care for or bond with a new child.

Type of Time Off	Pay Status	Intended Use	Eligibility ¹	Availability	Duration	Scheduling Subject to Approval?	Policy Reference	Notes
Maternity (Childbirth) Leave	Paid	Recovery from childbirth	<ul style="list-style-type: none"> Regular faculty² Regular campus³ and Medical School staff with at least a 20% appointment Regular Mich. Medicine staff on the PTO plan with at least a 50% appt. Postdoctoral research fellows⁴ 	Upon hire	Up to 6 weeks (240 hrs with a full-time appointment)	No	SPG 201.30-6	Must be taken as a single block of time immediately after childbirth
Parental Leave	Paid	Bonding with a new child	<ul style="list-style-type: none"> Regular Mich. Medicine staff on the PTO plan with at least a 50% appt. Postdoctoral research fellows⁴ 	Birth or placement must take place after employee completes 6 months of service	Up to 6 weeks (240 hrs with a full-time appointment)	Yes	SPG 201.30-6	Must be used within 12 months of birth or placement for adoption, foster care or legal guardianship; may only be used once every 12 months for foster care and legal guardianship; faculty may use in lieu of modified duties
Extended Sick Time	Paid	Prenatal care, recovery from childbirth	<ul style="list-style-type: none"> Faculty Staff 	After 1 year of service	Up to 1 year	No	SPG 201.11-0 (staff) SPG 201.11-1 (faculty)	May be used to extend maternity leave in the event of complicated delivery or c-section
Short-Term Sick Time	Paid	Prenatal care, recovery from childbirth or care for a new child	<ul style="list-style-type: none"> Faculty Staff who are not eligible for parental leave (except PTO-eligible staff) 	Upon hire	Up to 15 days	No	Michigan Medicine PTO policy	For those not eligible for parental leave, may be used to bond with a new child within 1 year of the child's birth or arrival in the home

¹Faculty and staff covered by a collective bargaining agreement should consult their contract regarding eligibility for leave benefits. ³Includes Ann Arbor, Flint and Dearborn.

²Non-instructional faculty must have at least a 20% appointment for parental leave but do not require a minimum appointment for maternity leave.

⁴Eligibility for postdoctoral research fellows is subject to the rules of the sponsor or grant. UMOR maintains a central fund to cover charges, regardless of funding source.

Type of Time Off	Pay Status	Intended Use	Eligibility ¹	Availability	Duration	Scheduling Subject to Approval?	Policy Reference	Notes
Medical Leave of Absence	Unpaid	Recovery from childbirth	Regular staff	Upon hire	Up to 2 calendar years (12 weeks for probationary employees)	No	SPG 201.30 (staff) SPG 201.30-1 (faculty)	Must exhaust all available sick time pay, vacation, and PTO prior to the start of the leave of absence ²
Medical/Child Care Leave of Absence	Unpaid	Recovery from childbirth and to care for a newly born child once medically able to return to work		Upon hire	Up to 1 calendar year (12 weeks for probationary employees)	No		
Child Care Leave of Absence	Unpaid	Care for a newly born, adopted or fostered child		Upon hire	6 months (6 weeks for probationary employees); may be extended up to 1 year from the date of birth or adoption	No		
FMLA leave	Unpaid	Qualifying events include incapacity due to pregnancy, prenatal medical care or childbirth; care for the employee's child after birth or placement for adoption or foster care	<ul style="list-style-type: none"> Non-exempt employees: worked at least 1,250 hours in the previous 12 months Exempt employees: past probationary period and at least 50% effort when absence begins 	After 12 months of service	Up to 12 weeks	No, unless employee requests to use FMLA leave on an intermittent basis	hr.umich.edu/fmla	May run concurrently with paid and unpaid time off

¹Faculty and staff covered by a collective bargaining agreement should consult their contract regarding eligibility for leave benefits

²Exception: An employee may begin an unpaid child care leave of absence without exhausting short-term sick time, which is only required to be used for the period an employee is medically unable to work.

Access to Maternity (Childbirth) and Parental Leaves When Event Occurs During Absence From Work (Staff Only)

If you are on leave or not at work when you add a child to your family, the availability of maternity (childbirth) and/or parental leave depends on the reason you are not at work and the type of time off you are using. The scenarios below generally do not require a physical return to work unless otherwise indicated by your department or human resources administrator.

Please note that a birth mother who requires more than 6 weeks for physical recovery from childbirth must use extended sick time to cover the additional recovery period. Birth mothers who are not eligible for extended sick time must use available short-term sick time, but may tap into parental leave for recovery if no sick time is available. Michigan Medicine staff on the PTO plan may tap into parental leave instead of PTO for additional recovery if no extended sick time is available.

Birth Mother Scenarios (Staff Only)

Note: "Birth mother" is defined as any person who gives birth.

Parent	Type of Time Off Before Birth	Reason for Time Off Before Birth	Availability of Paid Maternity Leave	Availability of Paid Parental Leave
Birth Mother	Extended sick time, short-term sick time, vacation or PTO	Medical, related to pregnancy	Immediately following birth	Upon being medically cleared to return to work
Birth Mother	Extended sick time, short-term sick time, vacation or PTO	Medical, not related to pregnancy	Immediately following birth	Upon being medically cleared to return to work
Birth Mother	Unpaid Medical Leave of Absence	Medical, related to pregnancy	Immediately following birth	Upon being medically cleared to return to work (note: may use parental leave for physical recovery that exceeds 6-week maternity leave if no short-term sick time is available)
Birth Mother	Unpaid Medical Leave of Absence	Medical, not related to pregnancy	Immediately following birth	Upon scheduled return to work date if within 12 weeks of birth; leave balance will be reduced by amount of time between birth and scheduled return to work date
Birth Mother	RIF or Unpaid Leave of Absence (except Medical Leave of Absence)	Non-Medical	Upon scheduled return to work date if within 6 weeks of birth; leave balance will be reduced by amount of time between birth and scheduled return to work date	Upon scheduled return to work date if within 12 weeks of birth; leave balance will be reduced by amount of time between birth and scheduled return to work date

Non-Birth Parent Scenarios

Note: "Event" can refer to a child's birth or placement for adoption, foster care or legal guardianship.

Parent	Type of Time Off Before Event	Reason for Time Off Before Event	Availability of Paid Parental Leave
Non-Birth Parent	Extended sick time, short-term sick time, vacation or PTO	Medical	Upon being medically cleared to return to work
Non-Birth Parent	Unpaid Medical Leave of Absence	Medical	Upon being medically cleared to return to work if within 6 weeks of event; leave balance will be reduced by amount of time between event and scheduled return to work date
Non-Birth Parent	RIF or Unpaid Leave of Absence (except Medical Leave of Absence)	Non-Medical	Upon scheduled return to work date if within 6 weeks of event; leave balance will be reduced by amount of time between event and scheduled return to work date

Maternity (Childbirth) and Parental Leave FAQs

These FAQs may be updated as units implement the new maternity (childbirth) and parental leave benefits. Please visit hr.umich.edu/parental-leave for the most up-to-date information. For additional assistance, please contact parental-leave@umich.edu.

“Birth mother” is defined as any person who gives birth.

1. Are maternity and parental leave available for faculty and staff who added children to their families before September 1, 2018?

A special eligibility period will apply for new parents who added children to their families shortly before the new benefits took effect. Eligible faculty and staff who welcomed a new child between July 1 and August 31, 2018, may request up to six weeks of parental leave to use between September 1, 2018, and August 31, 2019. Maternity leave is available for births that occur on September 1, 2018, or later.

2. Are faculty and staff covered by a collective bargaining agreement eligible for maternity and parental leave?

Faculty and staff who are covered by a collective bargaining agreement should consult their contract regarding eligibility for leave benefits.

3. Who should I work with to schedule my maternity or parental leave?

Maternity leave occurs immediately after childbirth. Parental leave scheduling is subject to department approval, although units must allow a single block of time if requested. You should begin conversations with your supervisor as early as possible to plan for time off related to adding a child to your family. Depending on your unit’s business processes, you may also need to work with a department administrator or your local human resources representative. Michigan Medicine staff should contact the HR Solutions Center at 734-647-5538. UM-Flint faculty and staff should contact Flint Human Resources at 810-762-3150. UM-Dearborn faculty and staff should contact Dearborn Human Resources at 313-593-5190.

4. When should I submit the Maternity (Childbirth) and Parental Leave Request eForm? (*Ann Arbor staff*)

The SSC’s Maternity and Parental Leave Request eForm must be submitted **after** the child is born or placed with you for adoption, foster care or legal guardianship. Submit the form as soon as possible following the event to ensure timely processing of leave benefits, even if you do not intend to take parental leave immediately. You may submit the form yourself, or someone else (such as your supervisor, department administrator or HR representative) may submit it on your behalf, but it should only be completed once for each request. Please note that submitting the eForm does not constitute approval from your department to take parental leave. Your supervisor must approve the timing of your leave.

5. What happens if I submit the eForm late?

You will not be able to record maternity or parental leave on your timesheet if you have not submitted the eForm. For further assistance, contact the Shared Services Center at 734-615-2000. Michigan Medicine staff should contact the HR Solutions Center at 734-647-5538.

6. When should I submit my leave request to the HR Solutions Center? (*Michigan Medicine, including Medical School staff*)

Submit a ticket to the Michigan Medicine HR Solutions Center as soon as the department is notified. An HR Solutions Center Specialist will review for eligibility for maternity and parental leave as well as FMLA, and provide notice to the employee and department. For assistance, call 734-647-5538.

7. How are balances added to the maternity and parental leave time reporting codes?

Once the Maternity and Parental Leave Request eForm has been processed by the Shared Services Center, you will gain access to any leave balances for which you are eligible. These balances will be visible in Wolverine Access and can be reported using the time reporting codes MRL (maternity leave) and PRL (parental leave).

8. Can I use maternity leave to cover absences related to my pregnancy or prenatal care?

Maternity leave is not available until the baby is born. For absences related to pregnancy or prenatal care, you may use other types of time off for which you are eligible, such as extended sick time, short-term sick time, vacation or PTO.

9. Can I use maternity and parental leave intermittently or part-time?

Maternity leave must be used as a single block of up to 6 weeks of paid time off immediately following childbirth (240 hours with a full-time appointment). Parental leave scheduling is subject to department approval, but units must approve a single block of time if requested. Your unit may have established additional guidelines for scheduling parental leave, including intermittent use. Check with your supervisor, department administrator or human resources representative for more information.

10. Am I entitled to take parental leave at any time of my choosing?

Eligible faculty and staff are entitled to take up to 6 weeks of parental leave (240 hours with a full-time appointment) in the 12 months following their child's birth or placement for adoption, foster care or legal guardianship, with scheduling subject to department approval. Units must approve a single block of time if requested. In partnership with human resources, units may establish consistent parental leave scheduling guidelines as needed to support local business processes.

11. I work part-time. How much maternity and parental leave am I eligible for?

Your balances of maternity and/or parental leave will be pro-rated from the maximum (6 weeks or 240 hours with a full-time appointment) by your appointment fraction. Please note that regular campus staff and Medical School staff must have at least a 20% appointment and regular Michigan Medicine staff on the PTO plan must have at least a 50% appointment to be eligible for maternity and parental leave. There is no minimum effort requirement for faculty or postdoctoral research fellows, with the exception that non-instructional faculty must have at least a 20% appointment to be eligible for parental leave (no minimum appointment required for maternity leave). Eligibility for postdoctoral research fellows is subject to the rules of the sponsor or grant regarding the leave period. [UMOR maintains a central fund](#) to cover maternity or parental leave charges for postdoctoral research fellows, regardless of funding source.

12. Can I use parental leave starting at 6 months of service if I add a child to my family before I complete 6 months?

No. To be eligible for parental leave, the birth or placement for adoption, foster care or legal guardianship must take place after you have completed 6 months of service.

13. What happens if I need longer than 6 weeks for medical recovery from childbirth?

In the event that you require longer than 6 weeks for recovery from childbirth (for example, due to a cesarean section or medical complications), you may supplement maternity leave with other types of time off for which you are eligible. Examples of paid time off include extended sick time, short-term sick time, vacation, PTO or parental leave (if you have no other sick time available). An example of unpaid time off is a Medical/Child Care Leave of Absence.

14. I am expecting twins. Do I qualify for a longer maternity or parental leave?

No. Up to 6 weeks each of maternity and/or parental leave (240 hours with a full-time appointment) are available for each birth event associated with a single pregnancy, whether single or multiple birth.

15. Can I use maternity and parental leave more than once within a single year?

Yes. Maternity and parental leave are available to eligible faculty and staff following each birth or placement for adoption, regardless of how close together multiple events may occur. However, parental leave may only be used once in a 12-month period following foster care or legal guardianship.

16. I'm in the process of adopting a child. When does my eligibility to use parental leave begin?

Eligible faculty and staff may use parental leave within 12 months of the date the child is placed with the parents for adoption.

17. Can I use parental leave to cover absences related to processing an adoption, foster care or legal guardianship before the child has been placed with me?

Parental leave is not available until the date the child is placed with you for adoption, foster care or legal guardianship. For absences that occur before the placement date, you may use other types of time off for which you are eligible, such as vacation or PTO.

18. When does the availability of parental leave renew for foster care placement and legal guardianship?

Eligible faculty and staff may use parental leave once in the 12 months following a child's placement for foster care or legal guardianship. The availability renews 12 months from the date of placement.

19. Does the university require documentation to support a request for maternity or parental leave?

No. The university's maternity and parental leave policies do not require any specific documentation. However, your department may require documentation under their time off approval guidelines and your eligibility for maternity and/or parental leave will be verified as part of the request process. Check with your supervisor or your local human resources department for more information.

20. Does parental leave carry over if I haven't used the full 6 weeks by the end of 12 months?

No. You must use parental leave within 12 months of the child's birth or placement for adoption, foster care or legal guardianship.

21. Do I need to contact WorkConnections to request maternity or parental leave?

Work Connections is the university's integrated disability management program. It helps employees and supervisors when an employee experiences an injury or illness that prevents working.

You do not need to contact Work Connections for a parental leave. An uncomplicated pregnancy and delivery typically will not require any involvement from Work Connections for a maternity leave.

One broad exception is that [all faculty and staff paid with sponsored funds \(codes 20000 and 25000\) and postdoctoral research fellows](#) must work with their supervisors to submit appropriate medical documentation to Work Connections for maternity leave. Please note that [UMOR maintains a central fund](#) to cover maternity or parental leave charges for postdoctoral research fellows, regardless of funding source.

All faculty and staff should [contact Work Connections](#) if medical complications arise during pregnancy or delivery, if your health care provider recommends limiting work activities during pregnancy, or if an extended period of recovery is recommended following delivery.

22. Can maternity leave be used following a miscarriage or stillbirth?

The university's sick time plans and Michigan Medicine's PTO plan would provide paid time off in the event of a pregnancy loss that occurred before childbirth. For absences related to pregnancy loss that will exceed 10 days, units should contact Work Connections. Maternity leave would be available following a stillbirth where there was labor and delivery (or a surgical procedure similar to a c-section). In the event of a stillbirth, please contact the Shared Services Center at 734-615-2000 or the Michigan Medicine HR Solutions Center at 734-647-5538 for support in processing the maternity leave request.

23. What timekeeping codes are used for maternity and parental leave?

The time reporting code for maternity leave is MRL. The time reporting code for parental leave is PRL. These codes are available as of September 1, 2018.

24. How are maternity and parental leave tracked for faculty and other employees who do not record time in the Time & Labor system?

Like other time off, units will track maternity and parental leave for faculty and postdoctoral research fellows in accordance with local business processes. Research faculty and other non-instructional faculty who are required to report exception time will follow the eForm process through the Shared Services Center to gain access to maternity and parental leave banks. Contact your administrator or human resources representative for assistance.

25. Will maternity and parental leave balances be visible in Wolverine Access?

Yes. Any maternity and parental leave balances for which you are eligible will be visible in Wolverine Access once your request has been processed.

26. What happens if an employee reports more hours of maternity or parental leave than they have available?

Like other types of paid time off, if an employee reports more hours of maternity or parental leave than they have available, the extra hours will default to another pay code based on their available leave balances. If no maternity leave is available, the reported time will default to extended sick pay, short-term sick pay, PTO, or no pay. If no parental leave is available, the reported time will default to vacation, PTO or no pay.

27. Will I still accrue vacation or PTO during maternity and parental leave?

Vacation and PTO accrue during parental leave. Vacation and PTO do not accrue during maternity leave.

28. I used short-term sick and vacation time to bond with my new baby in August, but am now eligible for parental leave under the new policy. Can I retroactively apply parental leave to the time I took off over the summer?

No. As part of the initial implementation of these new benefits, eligible faculty and staff who added children to their families between July 1 and August 31, 2018, may request to use parental leave between September 1, 2018 and August 31, 2019. It may not be applied retroactively.

29. What happens if there is a holiday or season day during my maternity leave?

You will record HOL or SEA as appropriate for those days. Maternity leave is available for a defined period of six weeks for medical recovery following childbirth. Holidays and season days do not extend the availability of maternity leave beyond six weeks. Your available maternity leave balance will account for any upcoming holidays or season days.

30. What happens if there is a holiday or season day during my parental leave?

You will record HOL or SEA as appropriate for those days. Holidays and season days do not count against your available parental leave balance.

31. Can I take an unpaid Child Care Leave of Absence in addition to parental leave?

Yes. All existing options for faculty and staff to take time off to recover from childbirth or care for a new child remain in place with the addition of maternity and parental leave benefits. For those who are eligible, parental leave replaces the option to use short-term sick to bond with a newly born, newly adopted or newly fostered child within the first year of the child's birth or arrival in the home.

32. Can maternity and parental leave run concurrently with FMLA?

Yes. Please review the [FMLA tutorial](#) for more information.

33. Can an employee use maternity or parental leave to receive pay during a period of the year when they wouldn't ordinarily get paid?

No. Maternity and parental leave only provide salary replacement during periods when the faculty or staff member would ordinarily receive pay. Faculty with U-Year appointments may not request maternity or parental leave over the summer because there is no work expectation from June through August.

34. What happens if I add a child to my family when I am not working?

If you are on leave or not at work when you add a child to your family, the availability of maternity and/or parental leave depends on the reason you are not at work and the type of time off you are using. Please [review the guidelines for accessing maternity and parental leave when the event occurs during an absence from work](#) for more information. Contact your human resources representative with additional questions. All Michigan Medicine staff should contact the HR Solutions Center at 734-647-5538.

35. What happens if there is a change in the employee's appointment fraction during maternity or parental leave?

Like other types of time off, maternity and parental leave balances will be proportionally adjusted if the faculty or staff member experiences a change in appointment fraction during the leave.

36. Does the change in extended sick time eligibility apply to illness or injuries that took place before September 1, 2018?

No. The change in extended sick time eligibility applies to qualifying medical events that take place on or after September 1, 2018.

37. How does transferring between jobs affect my ability to use maternity and/or parental leave if one of the jobs is not eligible for the leaves?

If you are eligible for maternity and/or parental leave at the time of the child's birth or placement but later transfer into an ineligible position, your ability to use the leave(s) ends at the time of the transfer. If you are in an ineligible position at the time of the child's birth or placement but later transfer into an eligible position, you may not use maternity and/or parental leave for that birth or placement because you were not eligible when the event occurred.

38. May parental leave be used more than once for the same child?

Parental leave may only be used once per child. For example, a faculty or staff member who uses parental leave at the time of foster placement may not request another period of parental leave if the same child is later adopted by the family. For more information, [refer to SPG 201.30-6 Paid Maternity \(Childbirth\) and Parental Leaves](#).