

EMPLOYEE PACKET FOR EXPECTANT PARENTS

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Indiana State
Personnel Department

INTRODUCTION

Expecting a new addition to your family? Congratulations!

If you are expecting a new addition to your family, whether biological or adoptive or foster care, you may need time away from work to welcome this new addition to your family! There are several things to do prior to and after your new addition's arrival and your return to work. The information below provides a timeline to assist you every step of the way.

DISCLAIMER

The material contained in this handbook/packet is intended to be advisory in nature. It does not create any rights not otherwise conferred upon state employees by Indiana statute, executive order, or administrative rules. Similarly, it does not impose any obligation upon any state agency, supervisor, or any other state representative not otherwise mandated by applicable law.

Expectant Parent Checklist: Prior to arrival

✓ Familiarize yourself with the leave policies:

- What are the state leave policies and which ones might apply to me?
- Do I qualify for Family Medical Leave (FML)?
 - If so, be sure to complete necessary forms in PeopleSoft self-service.
- Do I qualify for New Parent Leave (NPL)?
 - If so, be sure to complete the necessary request in PeopleSoft self-service and submit the confirmation of birth or placement for adoption (not available for foster care placements)
- Organize documentation for adoption/foster care, if applicable.
- Determine if the State's disability program applies to your situation.
 - If so, be sure to complete necessary forms.

✓ Call/review your insurance plans.

✓ Discuss with your supervisor plans for coverage during your absence.

✓ What resources are available to me?



Familiarize yourself with the State's leave policies and how they may work together.

http://in.gov/spd/files/Leaves_of_Absence.pdf

WHAT IS FAMILY MEDICAL LEAVE?

Family-Medical Leave may be taken for the following qualifying events:

1. Birth of a child.
2. Placement of a child for adoption or foster care.
3. For the care of a spouse, child or parent who has a serious health condition.
4. The serious health condition of the employee which prevents the employee from performing the essential functions of his/her job.
5. Because of a qualifying exigency arising out of the fact that the employee's spouse, child or parent is on covered active duty or call to covered active duty status.
6. For the care of a covered service member with a serious injury or illness.

FML is unpaid leave unless another available, appropriate paid leave is taken at the same time. FML is calculated on the fiscal year (July 1 – June 30) and the maximum leave available is for the total of all reasons, not for each reason.

Types of FML Leave

Type One – Care of Self/Spouse during Pregnancy and Childbirth Recovery

The medical leave part of this leave, which lasts for the period of time during which you, as the person with the serious health condition, are unable to work due to pregnancy, childbirth, recovery, and related medical conditions. If your doctor indicates you have to take time off before the baby is born due to complications with the pregnancy, FML covers any pregnancy related leave that is medically necessary due to incapacity or for prenatal appointments.

Spouses can also take FMLA leave to provide care due to pregnancy (pre-natal appointments, tests, or procedures), childbirth, recovery and any other related medical conditions.

Type Two – Care of Newborn

The family leave or bonding/parenting leave part of this leave is leave in which time taken not because it is medically necessary, but because you want to be at home with your new baby. The Family-Medical Leave Act allows up to 12 weeks of FML for parenting leave during your child's first year. Both parents can take FML leave to parent or bond with their new baby, even if they are not spouses, if both have day-to-day responsibilities to care for and financially support their child.

WHAT IS NEW PARENT LEAVE?

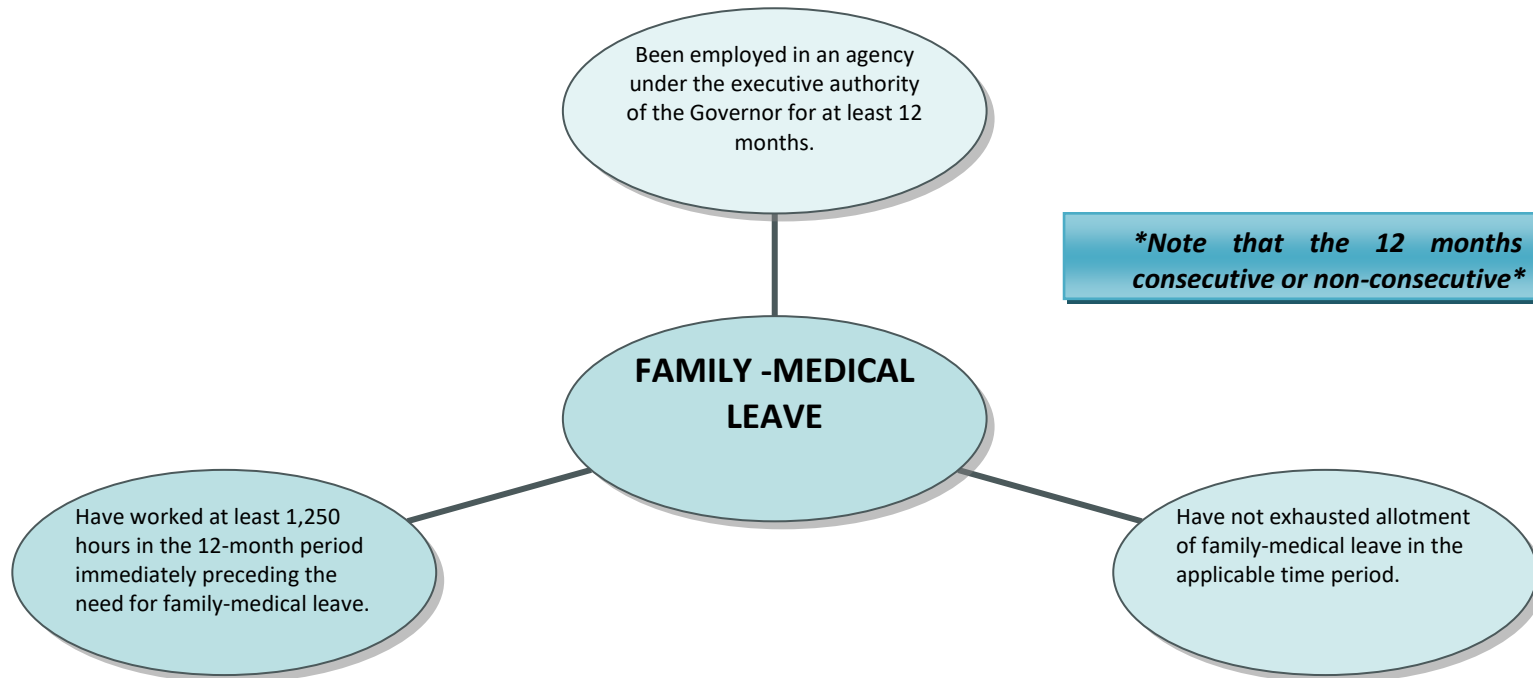
New Parent Leave (NPL) may be taken for the following qualifying events:

1. Birth of a child.
2. Birth of child to employee's spouse.
3. Placement of a child for adoption.

NPL is a paid leave for 150 hours for full-time employees, 75 hours for part-time employees, who have worked six (6) consecutive months before the birth or placement for adoption (not available for foster care placement). NPL is available only during the 180 calendar days immediately after the birth or placement of the child. NPL runs concurrently with FML if eligible for both leaves. It may be used continuously or in increments of not less than a full day which requires advanced scheduling; it cannot be used to call-in.

HOW DO I GET FML?

HOW DO I DETERMINE IF I QUALIFY? ELIGIBILITY REQUIREMENTS FOR FAMILY MEDICAL LEAVE.



Applying for Family-Medical Leave

While exact dates of birth, adoption or placement for foster care may not be foreseeable, generally the expectation of a birth, adoption or foster care placement is known in advance. Therefore, employees who anticipate such events should provide advance notice of *at least* thirty days of the impending addition to the family. Since FML is also available for prenatal visits, incapacities due to pregnancy, and proceedings related to placement, the earlier you provide notice, the sooner FML will be available for those events.

How do I request FML?

Log in to PeopleSoft® Self Service <https://portal.direct-access.us/psp/EPPRD/?cmd=login&languageCd=ENG&>, choose Leave Requests and FMLA Request, then follow the instructions that appear on the screen for submitting the request and uploading your supporting documentation.

To assist you with this process, the following links will provide step-by-step instructions on how to:

- Submit a request for FML - http://www.in.gov/spd/files/Submitting_FML_Request_Jobaid.pdf
- Upload the medical documentation - http://www.in.gov/spd/files/Attaching_Docs_to_saved_FML_Request_Jobaid.pdf Please note that your supervisor, manager, HRD and physician will not be able to upload your medical documentation, nor will they be able to view the documentation once you have uploaded it. Supervisors, Managers, and HRDs will have access to complete and submit an electronic request for FML on your behalf if your condition or necessity to care for a family member renders you unavailable to submit your own request. They will not be able to upload or view medical documentation.

No e-mail account? An e-mail address is needed to complete the application process. There are several sites on the internet, such as [Yahoo](https://www.yahoo.com/) <https://www.yahoo.com/> and [Hotmail](https://outlook.live.com/) <https://outlook.live.com/>, that provide e-mail accounts at no charge.

Forms

You will need to download the Certification that is applicable for your request, fill-in the identifying information, and submit the form to the Health Care Provider (HCP) for completion. To avoid delay in processing be sure to pick the correct certification for your request. If you are requesting Family Medical Leave to care for your spouse, child, or parent who is pregnant or recovering from childbirth, you will need to use the Certification of Health Care Provider for Family Member's Serious Health Condition. The Certification forms are not interchangeable.

- [Certification of Health Care Provider for Employee's Serious Health Condition](https://www.dol.gov/whd/forms/WH-380-E.pdf) <https://www.dol.gov/whd/forms/WH-380-E.pdf>
- [Certification of Health Care Provider for Family Member's Serious Health Condition](https://www.dol.gov/whd/forms/WH-380-F.pdf) <https://www.dol.gov/whd/forms/WH-380-F.pdf>

Remember, it is your responsibility to retrieve the completed certification from your health care provider and upload it into PeopleSoft using the Job Aid for Attaching FML Documentation to the request you created.

Limitations on Use of FML Parenting/Bonding Leave

- Use of parenting leave for any time period other than a single, continuous block of time, (that is, intermittently or on a reduced work schedule leave), requires approval by your agency, and the decision to approve or deny the request can be based on operational need.
- Sick leave is not appropriate for FML Parenting/Bonding leave. FML Parenting/Bonding leave is unpaid unless you request the use of vacation and/or personal leave. Paid new parent leave may also be used by eligible employees to provide income during FML leave.
- FML Parenting/Bonding Leave is a foreseeable absence and requires a separate Request for FML submitted and approved in advance.
- FML Parenting/Bonding leave is available for only the first year after your child's birth and is limited to a total of 12 weeks, even if the leave is taken over the course of more than one fiscal year.

Applying for Disability

If the employee is the parent giving birth and is a full-time employee with at least six (6) months of continuous, active employment, then she should apply for the State's Short/Long Term Disability (S/LTD) Plan by completing and submitting the forms below to JWF Specialty, Inc. at the address/fax number on the forms.

[Instructions for Submission of a Disability Claim](http://in.gov/spd/files/disability_workcomp_handbook.pdf) http://in.gov/spd/files/disability_workcomp_handbook.pdf

The following three forms are to be completed by the employee:

- [Employee's Statement of Claim](http://in.gov/spd/2397.htm) <http://in.gov/spd/2397.htm>

- [Employee's Authorization for Release of Medical Information](http://in.gov/spd/2397.htm) <http://in.gov/spd/2397.htm>
- [Options Statement](#)

The following form must be completed by your Agency's Human Resources Office:

- [Employer's Statement of Claim](http://www.in.gov/spd/2397.htm) <http://www.in.gov/spd/2397.htm>

The following form must be completed by your Physician:

- [Attending Physician's Statement](http://www.in.gov/spd/2397.htm) <http://www.in.gov/spd/2397.htm>

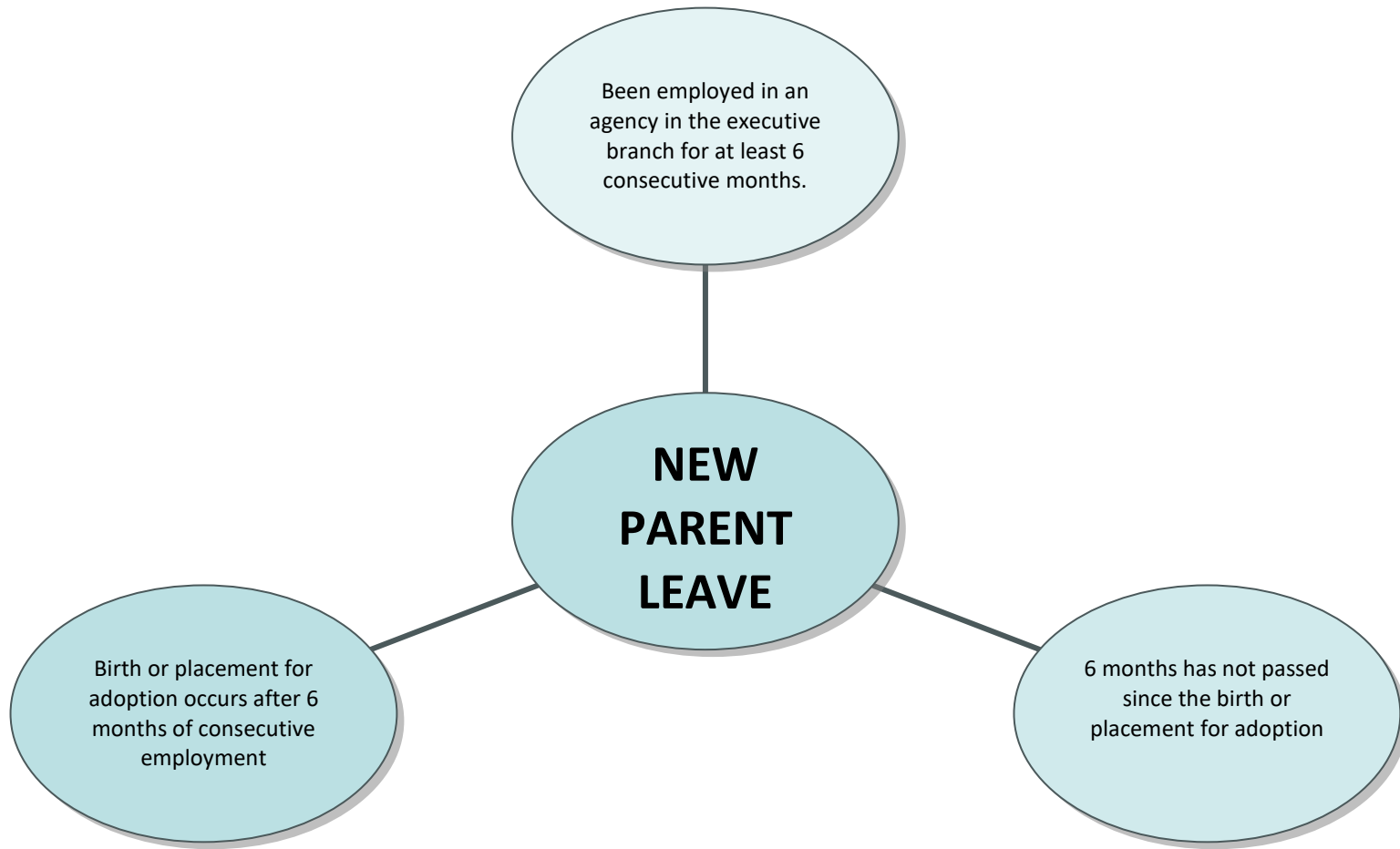
Once completed, submit the above five forms to JWF Specialty at the contact information located below. Failure to submit these forms in a timely manner, and/or to meet the requirements of the 30-day elimination period, may negatively affect any benefits available under that program.

JWF Specialty Company
PO Box 40968
Indianapolis, IN 46240-0968
Telephone: (888) 818-7795
Fax: 866-893-4674

Promptly after a birth, you must contact JWF to confirm date and type of delivery.

HOW DO I GET NPL?

HOW DO I DETERMINE IF I QUALIFY? ELIGIBILITY REQUIREMENTS FOR NEW PARENT LEAVE



Applying for New Parent Leave (NPL)

While exact dates of birth or placement for adoption may not be foreseeable, generally the expectation of a birth or adoption is known in advance. Therefore, employees who anticipate such events should request NPL in advance of the birth or placement so eligibility can be determined and plans can be made to cover operational needs during the absence. Approval cannot be issued until documentation of the birth or placement for adoption has been submitted.

How do I request NPL?

Log in to PeopleSoft® <https://hr.gmis.in.gov/psp/hrprd/?cmd=login> and follow this path: *Main Menu > Self Service > Leave of Absence > New Parent Leave Request*, then follow the instructions that appear on the screen for submitting the request and uploading your supporting documentation.

To assist you with this process, the following links will provide step-by-step instructions on how to:

- Submit a request for NPL –

https://hr.gmis.in.gov/psp/hrprd/EMPLOYEE/HRMS/c/SOI_MENU.SOI_NPL_NAVIGATION.GBL?FolderPath=PORTAL_ROOT_OBJECT.CEO_EMPLOYEE_SELF_SERVICE.SOI_LEAVE.SOI_NPL_NAVIGATION_GBL&IsFolder=false&IgnoreParamTempl=FolderPath%2clsFolder

- Upload the supporting documentation such as birth announcement/confirmation from a doctor/hospital/governmental entity or document placing the child with the employee for adoption. Please note that your supervisor and/or manager will be able to upload your birth confirmation documentation since it is not medical information. Supervisors and Managers will also have access to complete and submit an electronic request for NPL on your behalf should you be unable to submit your own request.

No e-mail account? An e-mail address is needed to complete the application process. There are several sites on the internet, such as [Yahoo](https://www.yahoo.com/) <https://www.yahoo.com/> and [Hotmail](https://outlook.live.com) <https://outlook.live.com>, that provide e-mail accounts at no charge.

Documentation

The appropriate documentation for NPL is a birth announcement/confirmation from a doctor/hospital/governmental entity or document placing the child with employee for adoption. It is the employee's responsibility to submit this documentation and upload it into PeopleSoft using the Job Aid for Attaching NPL Documentation. NPL will not be processed without this documentation.

Limitations on Use of New Parent Leave

- NPL is a **scheduled leave** requiring advance notice.
- NPL is **not** available on a call-in basis and must be used in **full-day increments** that cover an employee's full work day/shift.
- NPL ends upon use of the full allotment or six (6) months after the child is born or placed for adoption, even if you have not used all the allotted hours. Unused hours are forfeited if you separate from state service before using the full allotment or before six (6) months have passed.
- NPL is not available for foster care placement or situations where you are serving in the place of a parent "*in loco parentis*" for a child.
- NPL may only be used for time you (1) are spending with the child for which NPL was approved and (2) have parental rights for that child.

WHAT DO I DO AFTER I GET FML and/or NPL?

Your new addition is here!

How long am I allowed to be off?

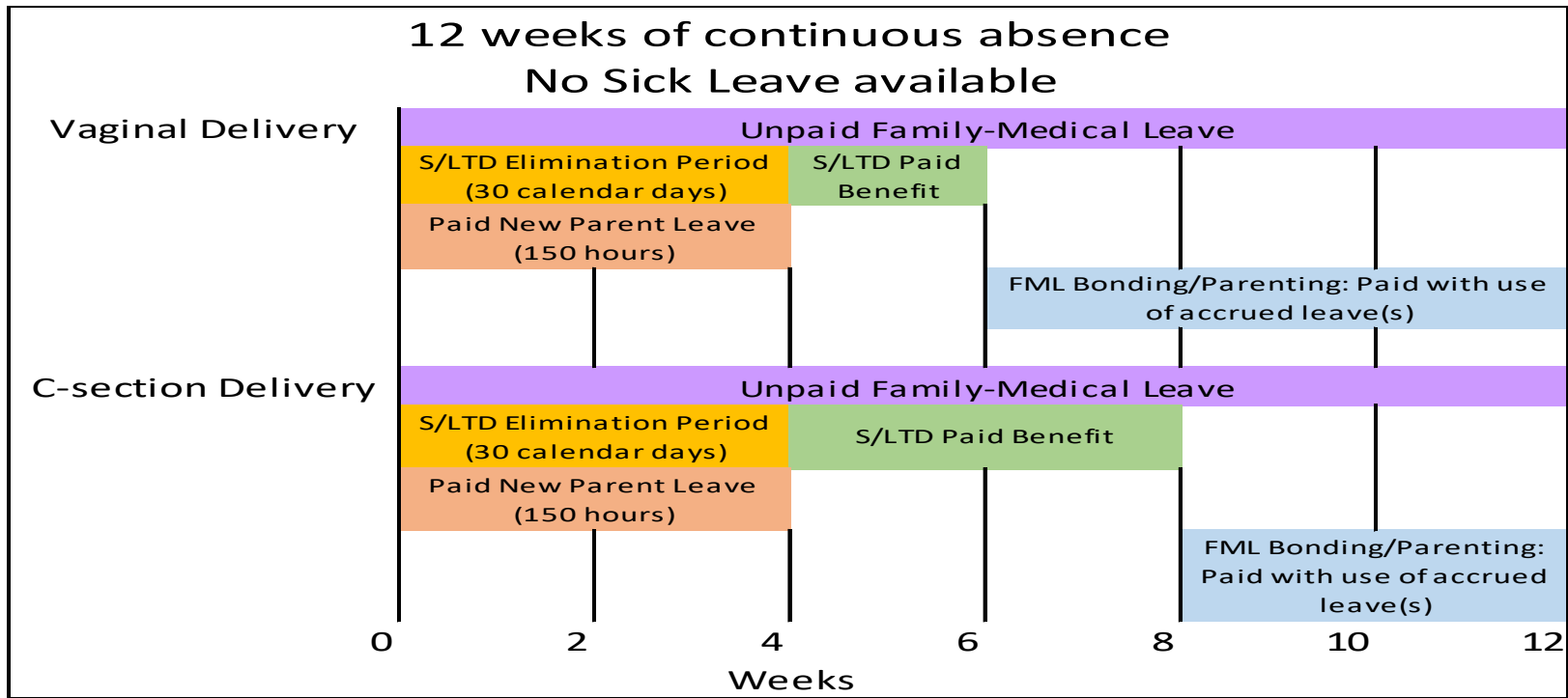


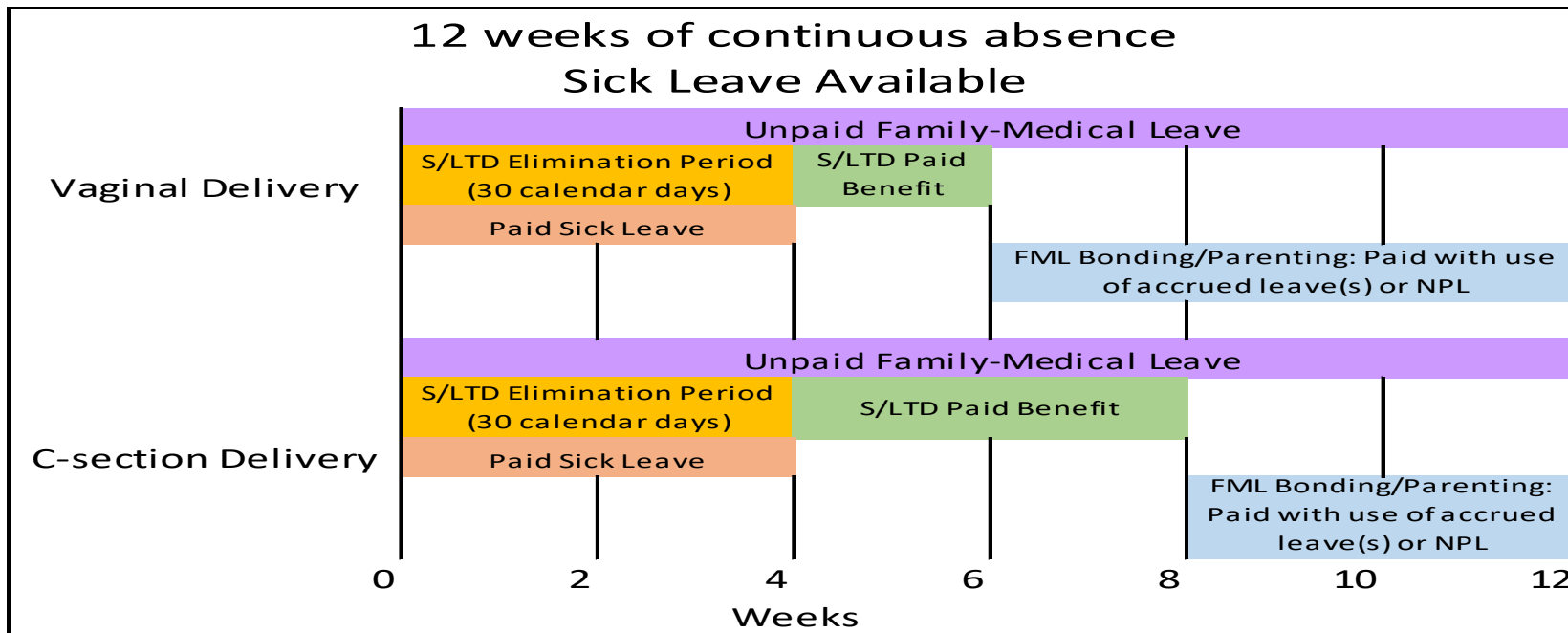
**6 weeks?
8 weeks?
12 weeks?**

If you qualify, you are entitled to take up to 12 weeks of Family-medical Leave per fiscal year*. Whether that is paid or unpaid is entirely dependent upon how much accrued leave time you have available and if you are eligible for NPL. After required use of available sick leave (or earned compensatory time for over-time eligible employee), employees may choose to use available new parent leave, vacation, or personal leave if they want to receive compensation during the FML absence. NPL runs concurrently with FML for absences due to childbirth or parenting. If you are the parent giving birth, and a full-time employee with at least six (6) months of continuous, active employment, you may be eligible for the State's Short/Long Term Disability (S/LTD) Plan during your recovery from childbirth. There is a 30-day elimination period which will be unpaid unless you use accrued leave or new parent leave. Both the elimination and benefit periods of S/LTD run concurrently with FML, if you are eligible for both programs. Assuming the disability application has been completed and submitted to JWF Specialty and eligibility requirements have been met, disability benefits will begin on the 31st day of absence. The state's disability program recognizes six (6) weeks of disability for a normal delivery and eight (8) weeks for a C-section. The paid disability benefit covers an eligible employee from the 31st day through either six (6) or eight (8) weeks after the date of delivery. Failure to submit those forms in a timely manner, and/or to meet the requirements of the 30-day elimination period, may negatively affect any benefits available under that program.

Here are two examples of a full-time employee who did not use any FML until she gave birth and how she used the leaves available to her:

**12 weeks of continuous absence
No Sick Leave available**





* The maximum amount of FML available in each fiscal year is twelve (12) workweeks, regardless of the number of FML approval or qualifying events; therefore, your entitlement to FML for the combination of all FML approvals will be exhausted if you are absent for twelve (12) workweeks in a fiscal year for FML-qualifying reason(s). You are required to report to work for your next regularly scheduled shift after the date in which your allotment of FML is exhausted.

How is my accrued leave charged?

If you are approved for Family-Medical Leave and **are in a position entitled to premium overtime for hours worked in excess of forty (40) hours in a calendar week**, and you have earned compensatory time for working compensable overtime, such compensatory time must first be used concurrently with family-medical leave prior to using any accrued benefit leave. Next, you must use all available sick leave concurrently with the family-medical leave designation for pregnancy, birth and recovery there from. Once your sick leave has been exhausted, you may choose to use any accrued personal and/or vacation days or NPL in order to be compensated during the FML absence. NPL runs concurrently with FML. Family-Medical Leave also runs concurrently with any disability designation.

If you are approved for Family-Medical Leave and **are in a position exempt from overtime**, then you must use all available sick leave concurrently with the family-medical leave designation for pregnancy, birth and recovery there from. Once your sick leave has been exhausted, you may choose to use any accrued personal and/or vacation days or NPL in order to be compensated. NPL runs concurrently with FML. Family-Medical Leave also runs concurrently with any disability designation.

For employees ***taking only FML PARENTING/BONDING leave for a healthy child***, you may use vacation and personal time or NPL concurrently with the family-medical leave designation, but sick leave cannot be used. If you need FML for a child with a serious health condition, that requires submission of a separate request with supporting medical documentation.

How do I Complete My Timesheet?

Once your FML and/or NPL is approved, leave taken for the adoption, birth and recovery therefrom or parenting/bonding must be documented in the employee's timesheet/attendance report.

Each time an employee uses FML for all or part of a day, that usage must be recorded on the applicable day. Whenever an employee is absent a full calendar week for FML reasons, the entire week must be charged to FML, even if there is a holiday.

Each time an employee uses NPL (NPL can only be used in full day increments), that usage must be recorded on the applicable day in conjunction with FML, if applicable.

What happens to my benefits?

If you have insurance under the state's fringe benefit plan and you normally pay a portion of the premiums, your eligibility will continue while you are on leave. Whenever possible, premiums missed will come out of your paychecks upon return to pay status. The amount deducted from each paycheck will depend upon the number and amount of premiums required to cover the full unpaid balance. If the premiums cannot be made up on future checks, you will be billed directly by the carriers. If you are billed by the carriers, you have a minimum thirty (30) day grace period in which to make premium payments for health insurance. Your health insurance can only be cancelled if you are given at least fifteen (15) days written notice that payment has not been received. Failure to submit payment will result in termination of coverage retroactive to the last day of coverage for which full payment was received. If coverage is terminated for non-payment of premium, you will be responsible for any claims incurred in the affected benefit timeframe.

Example for reporting FML absences with Sick Leave Available:

Monday	Tuesday	Wednesday	Thursday	Friday	TRC Options	FMLA Request #
7.5	7.5	7.5	7.5	7.5	Sick	001-SHC_EE (or spouse)

Example for reporting FML absences with No Accrued Leave

Monday	Tuesday	Wednesday	Thursday	Friday	TRC Options	FMLA Request #
7.5	7.5	7.5	7.5	7.5	ALWP	001-SHC_EE (or spouse)

Example for reporting FML absences other accrued leave

Monday	Tuesday	Wednesday	Thursday	Friday	TRC Options	FMLA Request #
7.5	7.5	7.5	7.5	7.5	VAC	001-SHC_EE (or spouse)

Example for reporting NPL

Monday	Tuesday	Wednesday	Thursday	Friday	TRC Options	FMLA Request #
7.5	7.5	7.5	7.5	7.5	NPL	002-Parenting

Example of a Holiday week when using paid leave:

Monday	Tuesday	Wednesday	Thursday	Friday	TRC Options	FMLA Request #
	7.5	7.5	7.5	7.5	NPL	002-Parenting
7.5					HOL	002-Parenting

*If employee does not work and/or use paid leave for at least one shift during the calendar week in which a holiday falls, employee is not eligible for holiday pay:

Monday Holiday	Tuesday	Wednesday	Thursday	Friday	TRC Options	FMLA Request #
7.5	7.5	7.5	7.5	7.5	ALWP	002-Parenting

Links

[New Parent Leave Attendance Tracking Sheet for Full Time Employees](#)

[New Parent Leave Attendance Tracking Sheet for Part Time Employees](#)

[Quick Step Guide – How to Report NPL Usage in Peoplesoft Time and Labor](#)

[Sample Record of Dates/Hours of FML Used](#)

[Quick Step Guide – Recording Use of FML in Peoplesoft Time and Labor](#)

Call/review your health insurance plans:

Are you familiar with your insurance plans? If not, this is a great time to see what your current plans cover and what expenses are involved, such as deductibles and co-pays.



Questions?
Benefits Hotline
(317) 232-1167 (Indianapolis)
(877) 248-0007 (outside) Indianapolis
E-mail the Benefits Division
spdbenefits@spd.in.gov

Benefits Homepage <http://in.gov/spd/2337.htm>

Remember, if you have insurance under the plans offered by the State, then a birth, adoption, placement for adoption and an award of legal guardianship or custody are family status changes you are required to report to the Benefits Hotline within 30 calendar days of the qualifying event. If you apply for NPL and submit the appropriate documentation within 30 calendar days, you will be prompted with questions about your benefits. If you respond that you would like to add the child to your benefits, this entry will prompt the Benefits Division to contact you. **Responsibility for contacting a Benefits Representative still rests with you, so if you do not receive contact from a representative, you should contact** the Benefits Hotline, between the hours of 7:30 am and 5:00 pm EST, at 317.232.1167 (within the 317 area code) or 877-248-0007 (outside the 317 area code).

Qualifying Events <http://in.gov/spd/2531.htm>

Discuss with your supervisor plans for coverage in your absence.

Schedule meeting(s) with your supervisor well in advance of your anticipated leave to provide status reports and to plan the redistribution of your workload/projects during your absence.

What resources are available to me if I have questions or need additional information?

There are many resources available prior to the arrival of your newest addition! Family & Social Services Administration <https://www.in.gov/fssa/ompp/2544.htm> , Department of Child Services <https://www.in.gov/dcs/>, Indiana Hoosier Healthwise <http://www.in.gov/medicaid/members/218.htm> all provide useful tools for expectant parents.

- [Taking care of yourself during pregnancy](#)
- [What to expect when you are pregnant](#)
- [Having a healthy pregnancy](#)
- [Indiana Perinatal](#)
- [Hoosier Healthwise](#)
- [Adoption FAQs](#)
- Liv App (available on both the Apple store and Google Play by searching “Liv”: A pregnancy app”. Visit www.askliv.com for more information

Additional information on leaves can be found on the State Personnel website at [Standardized Policies](#) <http://in.gov/spd/2396.htm> . You can also contact the Employee Relations division of the State Personnel Department at 855.773.4647 with any questions

COMING BACK TO WORK!

Work Release

If you have been on leave due to your own serious health condition of pregnancy, childbirth, and recovery therefrom, then you will be required to submit a statement from your health care provider identifying the date you are released to return to work. That statement concerns your serious health condition, and is unrelated to any time you spend on parenting leave; therefore, it must be submitted at the end of your incapacity, even if you will continue to be off work using FML Parenting/Bonding leave and NPL. You must provide that on the same day or next business day on which you receive the release and it must be submitted to your agency's Human Resource office AND to JWF Specialty if you have been on the disability program. Your return to work may be delayed if you fail to provide a release.

Balancing Work and Home

It might take some time to get acclimated to all the new changes in your life. Balancing work and home can be difficult. The State provides all of its employees with access to the EASY program sponsored by Anthem.

[EASY Program](https://www.in.gov/spd/2466.htm) <https://www.in.gov/spd/2466.htm>

Meeting with your supervisor

Schedule a meeting with your supervisor to catch up on what occurred during your absence such as the status of any workload/projects, changes in policies/procedures, and new or revised assignments.

Benefits/Insurance

Review your insurance information to make sure all the changes you implemented while you were out are in place.

Policy Information

Are you aware that we have a policy supporting nursing mothers? Information about the policy is provided below.

Support for Nursing Mothers <http://www.in.gov/isdh/26782.htm>

Additional Resources

- Child Care provider information <http://www.in.gov/fssa/childcarefinder/>
- Post Adoption Services <https://www.in.gov/dcs/3184.htm>
- The Day Nursery at the Indiana Government Center <https://dayearlylearning.org/state-government-center/>

**Please contact the Indiana State Personnel Department at
1-855-773-4647 with additional questions.**



**Indiana State
Personnel Department**