INTERIM PROCESS FOR PAID PARENTAL LEAVE

CHECKLIST FOR BUSINESS OFFICES & HUMAN RESOURCE SERVICES

Paid parental leave is a period of paid leave of absence (that does not reduce an eligible employee’s balance of any other paid leave such as sick, vacation, or personal business days or personal holiday) for the purpose of recovery from birth of a child and/or to bond with a newborn or with a newly-adopted child under the age of 18.

1. Verify eligibility for Paid Parental Leave (PPL).
   - Has employee been employed by the University for one continuous year (12 months) half time or more in a benefits-eligible faculty or staff position, a graduate student employee position or a benefits-eligible post-doc position? If so, then the employee qualifies for paid parental leave.
   - Inform the employee that if his or her spouse or same-sex domestic partner is employed at the University, he or she may also be eligible for paid parental leave, and should contact his or her business office.

2. Determine if the employee is eligible for Family and Medical Leave Act (FMLA) leave.
   - Has employee been employed by Purdue for at least 12 months (consecutive or non-consecutive?)
   - Has employee worked at least 1250 actual work hours in past 12 months (excluding paid leaves?)
   - Employee has not exhausted the rolling year allotment of FMLA (12 workweeks).
     (Employee is preliminarily eligible for FMLA leave if all three items are checked.)

3. Inform the employee if he or she is eligible for paid parental leave, and if preliminarily eligible for FMLA leave.
   - Advise the employee that you will be reviewing all of the information with Employee Relations, and upon receiving guidance, will contact the employee to begin completion of the paperwork.
4. Contact Lisa Hornbeck in Employee Relations to review process and paperwork needed. Lisa’s contact information is (765) 494-1310 or hornbeck@purdue.edu.

The Business Office or HRS representative should have the following information available when contacting Lisa for assistance:

- Employee’s name, PERNR, and estimated dates of leave of absence
- FMLA Request & Notice Form (Revised 9/08)
- HRS Form 33Absence Form (Revised 9/08)
- Timecard (if employee is paid biweekly)
- HRS Form 33FMLA (Revised 9/08) (if employee is paid monthly)
- Leave Action Form (if the requested leave of absence is continuous leave)

Refer to the quick-reference table for a summary of which forms are needed for various circumstances.

5. Initiate contact with the employee after consulting with Employee Relations to complete the appropriate paperwork.