



Leave Examples

These example scenarios are not all inclusive. They are meant to illustrate some of the more common uses of the 120 hours of Paid Parental Leave (PPL) time as it relates to other time off options for Eligible Employees. Refer to the Paid Parental Leave Policy for eligibility requirements. Please work with the Leaves Administrator regarding your individual circumstances.

- If an Eligible Employee did not elect Short-Term Disability pay during open enrollment, then it will not be applied during the approved leave.
- Short-Term Disability normally pays up to a standard six (6) weeks of benefit for a birthing event. If a medical certification is received that validates a medical need for more than the standard six (6) weeks, the Short-Term Disability pay will be adjusted accordingly.

The Leaves Administrator will review the eligible paid time off balances and provide options on how an Eligible Employee can map out the use of their paid time off during the approved leave.

FMLA/PWFA will run concurrently whenever allowed by law. Sick leave may be used when there is a medical need for the employee/child.

Scenario 1: Birth Parent

Using accrued Paid Time Off

- **Weeks 1-3:** Paid Parental Leave
- **Weeks 4-6:** Short-Term Disability Pay
- **Weeks 7-10:** Sick/Vacation/Personal Time
- **Weeks 11-12:** Unpaid time

Scenario 2: Birth Parent

Not using accrued Paid Time Off

- **Weeks 1-3:** Paid Parental Leave
- **Weeks 4-6:** Short-Term Disability Pay
- **Weeks 7-12:** Unpaid time

Scenario 3: Non-Birth Parent

Taking one month off for care and bonding*

- **Weeks 1-3:** Paid Parental Leave
- **Week 4:** Sick/Vacation/Personal Time/Unpaid Leave

* Non-birth Parent is eligible for approved leave under FMLA that is up to 12 weeks

Scenario 4: Adoptive Parent

Using accrued Paid Time Off

- **Weeks 1-3:** Paid Parental Leave
- **Weeks 4-6:** Sick/Vacation/Personal Time
- **Weeks 7-12:** Unpaid time

Scenario 5: Eligible Employee approved for a State-specific Family Leave

Using accrued Paid Time Off

- **Weeks 1-4:** State-specific Family Leave pay
- **Weeks 5-6:** Short-Term Disability Pay
- **Weeks 7-9:** Paid Parental Leave
- **Weeks 10-12:** Sick/Vacation/Personal Time