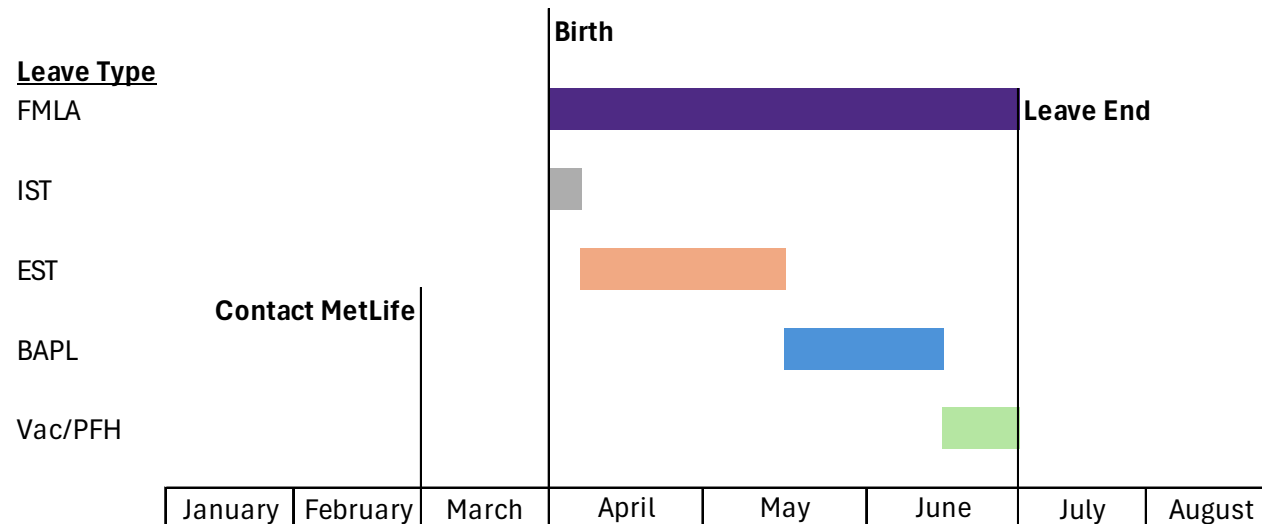


Staff, Library Faculty, and Postdoctoral Scholar Parental Leave Scenarios

Scenario 1: Birth of a Child (birthing parent) Leave Starting in Spring

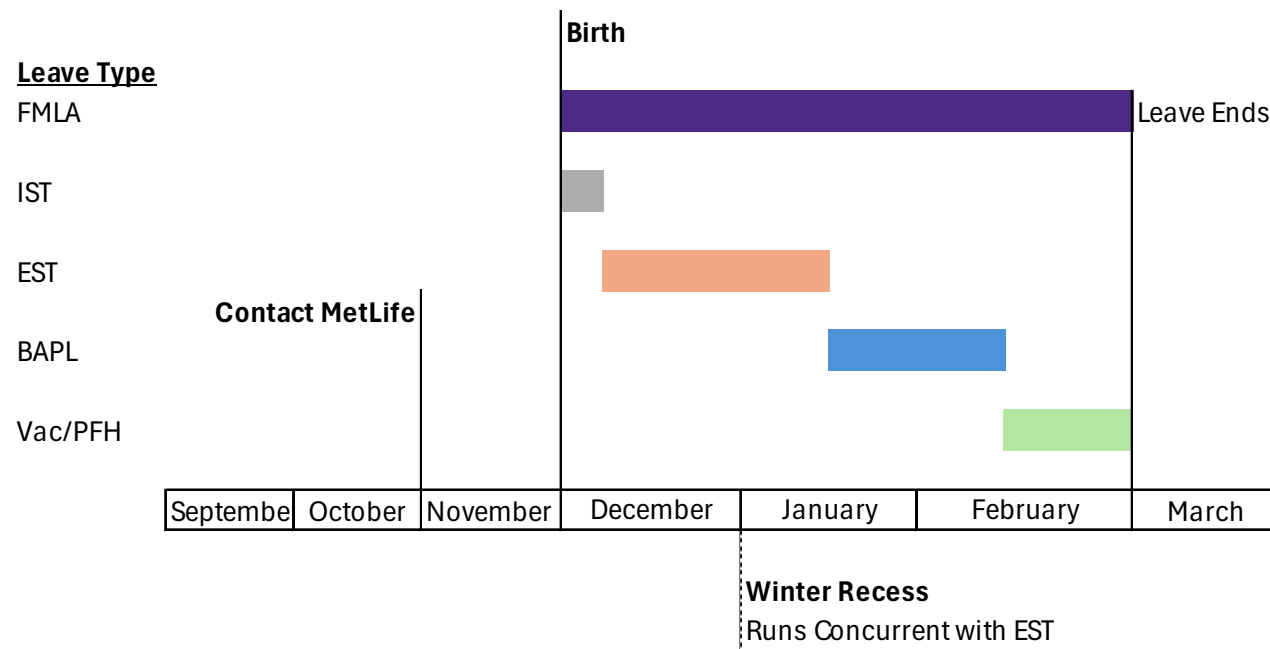
A staff or library faculty member is expected to give birth on April 1 and is eligible for FMLA, EST, and BAPL. The employee should give their supervisor 60 days' notice before the start of leave and initiate a claim with MetLife 30-60 days before birth. Following the birth of their child, the employee or a family member should contact MetLife to begin FMLA, EST, and BAPL. The Human Resources Benefits Office will notify your department of the approved FMLA, EST, and BAPL dates.



Staff, Library Faculty, and Postdoctoral Scholar Parental Leave Scenarios

Scenario 2: Birth of a Child (birthing parent) Leave Starting in Winter

A staff or library faculty member is expected to give birth on December 1 and is eligible for FMLA, EST, and BAPL. The employee should give their supervisor 60 days' notice before the start of leave and initiate a claim with MetLife 30-60 days before birth. Following the birth of their child, the employee or a family member should contact MetLife to begin FMLA, EST, and BAPL. The Human Resources Benefits Office will notify your department of the approved FMLA, EST, and BAPL dates. If the leave extends over Winter Recess or University Holidays, the FMLA, BAPL, and/or EST will run concurrently. The leave will not be extended due to Winter Recess or University Holidays.



Staff, Library Faculty, and Postdoctoral Scholar Parental Leave Scenarios

Scenario 3: Birth of a Child (non-birthing parent) Leave Starting in Spring

A staff or library faculty member’s spouse is expected to give birth on April 1. The employee is eligible for FMLA and BAPL. The employee should give their supervisor 60 days’ notice before the start of leave and initiate a claim with MetLife 30-60 days before birth. Following the birth of their child, the employee should contact MetLife to begin FMLA and BAPL. The Human Resources Benefits Office will notify your department of the approved FMLA and BAPL dates.

