

Eligibility: 20+ hours per week employees, after 6 month Introductory period.

Paid by: 70% CML, 30% PTO if available.

Parental Leave Guide

Congratulations! On behalf of the Columbus Metropolitan Library, we are excited to congratulate you on the upcoming addition to your family. As you make preparations for your upcoming time off to care for and bond with your new child, we are here to offer assistance. Below you'll find a list of action items that you will be responsible for before, during, and after your leave.

1. Requesting Leave

- a. Please contact Angela Smalley (asmalley@columbuslibrary.org) or 614-849-1067 in HR to discuss your leave options. CML offers the following types of medical leave:
 - i. Paid Parental Leave (PPL) for birth, adoption, or foster care placement of a child(ren) for employees who work at least 20 hours per week and have successfully completed the introductory period of employment.
 - ii. FMLA for employees who have worked with the Library for at least 12 months and have worked at least 1,250 hours during the 12 months immediately prior to the start of FMLA.
 - iii. Extended Family and Medical Leave (Non-FMLA) leave the Library voluntarily provides for those employees ineligible for FMLA and for those who have exhausted their allotted FMLA leave in specific circumstances.

2. Applying for Parental Leave

- a. Leave time is 6 consecutive weeks and runs concurrently with FMLA and Extended/Non-FMLA, if applicable.
- b. Employees may take PPL intermittently in two (2) blocks of time. Any unused PPL will be forfeited at the end of the 12-month period following the qualifying event.
- c. For foster placement, leave time is 3 consecutive weeks and can be used up to two times in a 12 month period.
- d. Paid Parental Leave pays qualified employees 70% of their regular weekly pay.
- e. Eligible staff are those who have given birth, the spouse or domestic partner of the biological parent, or those who have adopted or been placed with a foster child(ren).
- f. Employees on Paid Parental Leave do not accrue PTO and must use their current PTO balance in conjunction with PPL, allowing the employee to earn a maximum of 100% of their regular weekly pay.
- g. Application to apply for Paid Parental Leave is located on MyCML> Staff Forms.

3. Completing your Timecard while on Paid Parental Leave

- a. Work with your supervisor to ensure alignment on how the timecard will be completed and submitted.
- b. Add a line and choose the "Parental Leave" pay code for a day of the week that you would normally be scheduled to work.
- c. Hours: Multiply the # of hours that you would normally be scheduled to work on that particular day by .70.
 - i. Example: If you normally work 8 hours, you would type 5.6 hrs (8*.7).
 - ii. **EXEMPT STAFF:** ADP only allows exempt staff to enter time in 0.25-hour increments. If the employee's leave is starting on Monday, enter 5.5 PPL hours for

Monday-Thursday, and 6 PPL hours for Friday. If the leave is starting on different day of the week, enter 5.75 hour of PPL.

- d. Add a Blank Row:
 - i. If you have PTO and are on an FMLA leave, use the *PTO FMLA* pay code and type the # of hours. The # of hours should be the difference between the total hours and what you used under the Parental Leave code (8 hrs – 5.6 hrs = 2.4 hrs). **Exempt** staff will enter PTO in appropriate increments based on guidance above. Total hours should equal 8 for the day. Example: If employee used 5.5 hours of PPL then PTO will be 2.5.
 - ii. If you do not have PTO and are on an FMLA leave, use the *FMLAUNPD* pay code and type the # hours. The # of hours should be the difference between the total hours and what you used under the Parental Leave code (8 hrs – 5.6 hrs = 2.4 hrs).
 - iii. If you have PTO and are on a non-FMLA leave, use the *PTO MEDICAL NON FMLA* pay code and type the # of hours. The # of hours should be the difference between the total hours and what you used under the Parental Leave code (8 hrs – 5.6 hrs = 2.4 hrs)
 - iv. If you do not have PTO and are on a non-FMLA leave, use the *MEDICAL NON_FMLA UNPAID* pay code and the # of hours. The # of hours should be the difference between the total hours and what you used under the Parental Leave code ((8 hrs – 5.6 hrs = 2.4 hrs).
 - v. Example:

	Thu	12/19	Parental Leave	5.60
		12/19	PTO FMLA	2.40

- 4. Applying for FMLA or Extended/Non-FMLA Medical Leave
 - a. For birth of a child (adoptions and foster placement do not need to complete this paperwork).
 - b. Have your physician complete the Certification of Healthcare Provider located on MyCML> Staff Forms.
 - c. The physician’s office should fax completed forms to Angela Smalley in HR at 614-849-1167.
- 5. Applying for Short Term Disability
 - a. If you are eligible for Short Term Disability and wish to submit a maternity claim, please contact Sladana Barnacle (payrollbenefits@columbuslibrary.org) for more information. Our current Short Term Disability administrator is New York Life.
 - i. Short Term Disability is not leave. It is a benefit that pays qualified employees 70% of their salary (not to exceed \$750 per week) while they are out on an approved medical leave.
 - ii. Employees on Short Term disability do not accrue PTO and can only use 30% of their available time off to equal 100% of their total salary while collecting payments from New York Life.
 - iii. The first two weeks are an elimination period and are not paid by New York Life. Because of this, PPL will begin immediately upon the baby’s birth, then STD following the 14 day waiting period. PPL will resume following the conclusion of STD.



6. Completing your Timecard while on Short Term Disability

- a. Work with your supervisor to ensure alignment on how the timecard will be completed and submitted.
- b. Add a line and choose the “STDF” pay code for a day of the week that you would normally be scheduled to work.
- c. Hours: Multiply the # of hours that you would normally be scheduled to work on that particular day by .70.
- d. Example: If you normally work 8 hours, you would type 5.6 hrs (8*.7).
- e. If you have PTO and are on an FMLA leave, use the PTO FMLA pay code and type the # of hours. The # of hours should be the difference between the total hours and what you used under the STDF code (8 hrs – 5.6 hrs = 2.4 hrs)
- f.

Mon	01/11	PTO FMLA	2.40
	01/11	STDF	5.60

- g. If your leave is an approved FMLA leave and you do not have PTO available to use; you will use the STDF code for a day of the week that you would normally be scheduled to work.
- h. Hours: Add the # of hours that you would normally be scheduled to work on that particular day.

Mon	11/16	STDF	8.00
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- i. If your leave is not FMLA eligible and you do not have PTO, use the STDM pay code and type the total amount of hours that you are scheduled to work that day.

Mon	12/14	STDM	8.00
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7. Enrolling your Newborn or Adoptee into Benefits

- a. If you are a benefit eligible employee and wish to add a child to your medical, dental, or vision insurance plan, you must contact the Employee Solution Center (ADP) to complete the enrollment at 1-855-547-8508 **no later than 31* days** following your child’s date of birth or date of placement for adoption or foster care.
- b. Once enrolled, coverage starts on the date of the child’s birth or date of placement for adoption or foster care.
- c. Changes to your benefits request outside of the 31* day qualifying event period will not be eligible for insurance coverage until the next open enrollment period.
- d. When you call the Employee Solution Center, please be prepared to provide the child’s name, date of birth, and social security number (if available).

- e. The Employee Solution Center will ask that you email them documentation to verify the date of qualifying event (copy of the hospital birth certificate/crib card, or a court document, as appropriate). Instructions on where to email these documents will be provided over the phone.
8. Paying for Benefits While on Leave
 - a. If you are using Paid Parental Leave or PTO while on leave, you will have the regular premiums deducted from your pay check. You may be responsible for benefits premium if your benefits deductions exceed the amount paid via PPL.
 - b. If you are on an FMLA approved leave and have exhausted your Paid Parental Leave and PTO, you will be responsible for the employee portion of the premium cost via check. A letter requesting payment will be sent to your home address. Please work with Payroll and Benefits Specialist, Sladana Barnacle, for further details
 9. Updating Tax Withholdings
 - a. Once you have gained a new dependent, you are encouraged to review your W-4 and make any desired changes to your allowances or withholding amounts.
 - b. You will update your W-4 by logging into your MyHR account, clicking on Myself, then Pay, then Tax Withholdings.
 10. Returning to Work for birth mothers
 - a. Before your return to work, please have your physician complete the attached "Fitness for Duty" Form and fax to Angela Smalley in HR at 614-849-1167.
 11. Breaks for Nursing Mothers
 - a. Nursing mothers are entitled to reasonable break time to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express the milk.
 - b. In accordance with FLSA, the Library will provide the employee a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used to express breast milk.
 - c. To inquire about the location of the lactation room, employees should contact Angela Smalley in HR (asmalley@columbuslibrary.org).

Parental Leave Checklist

- ✓ Contact HR (asmalley@columbuslibrary.org) to discuss leave options.
- ✓ Complete application for Paid Parental Leave (PPL) and Certification of Healthcare Provider for FMLA and Extended/Non-FMLA, if applicable.
- ✓ Contact Payroll & Benefits (payrollbenefits@columbuslibrary.org) to discuss Short-Term Disability.
- ✓ Enroll child in health insurance within 31 days of birth or adoption.
- ✓ Calculate amount due for benefits while on unpaid leave (FMLA or Extended/Non-FMLA).
- ✓ Update W-4 through ADP
- ✓ Have your physician complete the Fitness for Duty form before returning to work for birth of a child.
- ✓ Discuss location of lactation room with HR, if necessary.