Parental Leave Frequently Asked Questions (FAQs)

Q: My spouse also works at K-State. Are we both eligible for parental leave?
A: Yes. You will need to designate which parent is primary caregiver and which parent is secondary caregiver, if both parents intend to take paid parental leave. The number of weeks of paid parental leave available to each employee will be based on your designation.

Q: I’m adopting a six year old, may I use parental leave?
A: No. The policy only allows parental leave for an adopted child that is under the age of six years.

Q: I’m a nine month employee and my baby is born in the summer. Am I eligible for parental leave?
A: This will depend on when your child is born. Parental leave is available for up to 12 weeks after the baby is born. Once you have returned to pay status (on contract) in August, if there are any weeks remaining of the 12 weeks, you may use parental leave for that time. As an example for a primary caregiver: If your baby is born August 1 and your nine-month contract begins August 15, you would have 10 of the 12 weeks eligibility remaining. You would have six weeks of parental leave available to use during this time. If your baby was born June 15 and your nine-month contract begins August 15, you would have three of the twelve weeks eligibility remaining. You would have three weeks of parental leave available to use during this time.

Q: What do I do to apply for parental leave?
A: Fill out the parental leave request (k-state.edu/hcs/forms/docs/parentalleaveform.pdf) complete the form with your supervisor/leader and return to your departmental HCS Liaison.

Q: Is there an approval process for requesting parental leave?
A: If you are requesting to use parental leave intermittently or on a reduced schedule, your department/unit head must agree to that arrangement.

Q: How do FMLA and parental leave work together?
A: The University’s Family Medical Leave (FMLA) policy provides for up to 12 weeks of time off (including both paid and unpaid leave) for eligible employees following the birth or adoption of a child. When the employee qualifies for FMLA for birth or adoption of a child and paid parental leave, the two benefits will run concurrently for the timeframe applicable to both. For more information regarding the University’s Family and Medical Leave Act policy, see PPM 4080.040.

Q: I’m having a multiples birth (twins, triplets), do I receive more parental leave time?
A: The occurrence of a birth or adoption of multiple children (e.g., the birth or adoption of twins) does not increase the length of paid parental leave for that qualifying event.

Q: I’m having a baby, but I have been employed 11 months, am I eligible for parental leave?
A: Once you have reached 12 months of continuous service with a State of Kansas employer, you become eligible for the parental leave program. You may use the paid parental leave within the 12 weeks after the qualifying event. As an example: If your baby is born August 1 and you reach one year
of service on August 15, you would have 10 of the 12 weeks eligibility remaining. You would have six weeks of parental leave available to use during that time.

Q: Who is considered a “parent” for this policy?
A: For this policy, a parent is defined as a biological or adoptive father or mother.

Q: I will be on parental leave over the Thanksgiving holiday. Will this time be counted towards paid parental leave or holiday?
A: The two days for the Thanksgiving holiday will be paid as holiday time. Official and observed holidays do not count against paid parental leave.

Q: How much notice should I give my supervisor regarding my need for parental leave?
A: When requesting parental leave, employees must provide as much advance notice as practicable in order for the department to plan for the employee’s absence.