

## **Parental Leave Frequently Asked Questions**

### **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. The number of weeks awarded 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. Once you have returned to pay status (on contract) in August, if there are any weeks remaining you may use parental leave. As an example: Your baby is born August 1, your nine month contract begins August 15, you would have four of the six weeks of parental leave available to use.

### **Q: What do I do to apply for parental leave?**

A: Request the parental leave policy form from your departmental liaison, complete the form and return to your department.

### **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 this request.

### **Q: How does FMLA and parental leave work together?**

A: Parental leave will be counted towards the employee's FMLA entitlement.

### **Q: I'm having a multiple birth (twins, triplets), do I receive more parental leave time?**

A: No. This policy does not provide an increase the parental leave time for multiple births.

### **Q: I'm having a baby, but I have been employed 11 months, am I eligible for parental leave?**

A: Yes. Once you have reached one year, you may use the remaining weeks that may be available. As an example: Your baby is born August 1, you reach one year on August 15, you will have four weeks of parental leave remaining to use.

### **Q: Who is considered a "parent" for this policy?**

A: For this policy, a parent is defined as a biological, foster, or adoptive father or mother.

### **Q: I will be on parental leave over the Thanksgiving holiday. Will I receive two additional days of parental leave because of the two days of holiday leave?**

A: No. 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.