

## STAFF PARENTAL LEAVE BENEFIT FREQUENTLY ASKED QUESTIONS

### 1. Who is eligible for paid parental leave benefits?

Brown University provides eligible employees up to 6 weeks of paid time off to care for a newly born infant or adopted child. Regular Benefit eligible Staff working more than 50% FTE are eligible for this paid time off benefit.

### 2. How do I request this benefit?

Once you have submitted a leave of absence in Workday, if you are eligible for the Benefit, you will receive access to a new time off type titled "Parental Time Off". Similar to vacation time, this is a new bucket of paid time off you will have access to request. For more information on the leave of absence process please contact [Leave\\_Admin@brown.edu](mailto:Leave_Admin@brown.edu).

### 3. Is there a time frame in which I need to take paid parental leave?

Yes. The benefit can be taken any time within 1 year after the date of birth or placement for adoption.

### 4. Must the six weeks for paid parental leave be taken all at once?

No, you are not required to take all 6 weeks of parental leave benefits at once. The parental leave benefit can be split into one week minimum increments. The benefit can be used up to one year of the birth of placement.

### 5. How is this benefit different from a leave of absence?

A leave of absence is your time away from work and may come with certain protections, such as job protection. The parental leave benefit is an employee benefit that provides compensation during your eligible leave of absence. Applicable Federal and State leave will run concurrently as applicable.

### 6. Can I request the parental paid time off benefit to extend my absence following my FMLA leave? Yes, and approval will be at Department discretion, similar to requesting vacation time.

### 7. My spouse and I are both employed at the University. Do we both get six weeks of paid parental leave?

Yes, as long as each of you meets the eligibility requirements.

### 8. I am a department manager. If I hire a temporary employee can the department be reimbursed for the cost?

No. As of January 1, 2019 the reimbursement has been discontinued.

### 9. I am a union member. Am I eligible for this benefit?

Employees represented by a collective bargaining agreement should refer to their respective agreement for a description of benefits offered.

**10. What happens if a holiday/winter break occurs during my paid parental leave?**

If you are using paid time off (parental,sick,vacation) before and on the day prior to the holiday you will be paid, by Brown, for the holiday/winter break and will not have to designate the holiday/winter break as time off. If you are unpaid before and on the day prior to the start of the holiday/winter break you will not be paid, by Brown, for the holiday/winter break.

**11. I would like to take more than 6 weeks for my parental leave. How can I get paid?**

You may choose to use sick and vacation time off that was accrued prior to the start date of your leave to remain paid, by Brown, for a portion or the duration of your leave. This benefit does not impact your eligibility for state benefits.