

<p><b>SICK LEAVE:</b></p> <p>Gestational Parent: Can only be used during the period of disability by gestational parent. Four weeks prior to giving birth and 6 weeks after, with medical or FMLA documentation this time period could be extended due to medical circumstances.</p> <p>Non-gestational parent: Can charge out 5 days to Family Sick Leave, unless medical or FMLA documentation is provided indicating the need for the employee to care for the gestational parent or child due to a medical condition.</p> <p>Adoptive or Foster Care Parents: Not allowed to charge sick leave.</p> <p>Sick Leave should be charged out prior to other accruals and being placed on Paid Parental Leave (PPL).</p>	<p><b>VACATION ACCRUALS:</b></p> <p>Gestational, Non-gestational and Adoptive Parents can utilize anytime during the 7-month Child Care Leave. Can be used in conjunction with other accruals prior to going out on Paid Parental Leave or after.</p> <p>Foster Parents: If eligible for FMLA can utilize during the 12 week period of entitlement in conjunction with other allowable accruals. Need to charge out Vacation prior to going out on Paid Parental Leave.</p> <p>If employees are above the allowable cap towards the end of the fiscal year, they need to use them prior to losing them.</p>
<p><b>INCOME PROTECTION PLAN (IPP):</b></p> <p>Gestational Parent Only: Period of disability only. Employee has to exhaust all sick leave accruals and satisfy two week waiting period. During the two-week waiting period accruals can be charged, if none are available the employee can be placed on Leave without Pay or Leave Donations. If employee is requesting Leave Donations, they must be used prior to being placed on IPP. Employee can be placed on Paid Parental when child is born if they do not intend to be out over 12 weeks.</p>	<p><b>OTHER ACCRUALS – PERSONAL LEAVE, FLOATING HOLIDAYS, VRWS &amp; NON-COMPENSATORY OVER-TIME:</b></p> <p>Gestational, Non-gestational and Adoptive Parents can utilize anytime during the 7-month Child Care Leave.</p> <p>Foster Parents: If eligible for FMLA can utilize during the 12 week period of entitlement.</p> <p>Should be utilized after Sick Leave is either exhausted, disability period is over, or prior to the accruals expiring: Floating Holidays, Personal Leave, VRWS Credits and Non-Compensatory Over-time.</p> <p>Paid Parental Leave can be utilized prior to charging out these accruals or after, keep the expiration dates in mind when planning the leave. For example: If Personal Leave is going to expire in two weeks, use prior to going out on Paid Parental Leave.</p>

<p><b>SICK LEAVE AT HALF PAY:</b></p> <p>Gestational Parent Only: Period of disability only. Employee has to exhaust all accruals. Employee can request Leave Donations. Employee can then be placed on Paid Parental Leave. Employee can be placed on Paid Parental when child is born if they do not intend to be out over 12 weeks.</p>	<p><b>PAID FAMILY LEAVE (PFL):</b></p> <p>Employees are eligible for 12 weeks to bond with child this applies to gestational, non-gestational, adoptive and foster care parents. Employees can take this leave anytime within the first year of birth or placement of the child. It can extend the 7-month Child Care Leave allowable to State employees for birth and adoptive parents.</p> <p>Paid Parental Leave should be used prior to Paid Family Leave if the percentage on the payroll was decreased from 100% either by charging out fewer accruals, being on VRWS or Sick Leave at Half Pay. Paid Family Leave is capped at 67% and is based on the employees last 8 weeks while on the Payroll.</p>
<p><b>LEAVE DONATIONS:</b></p> <p>Gestational Parent Only: Leave Donations can be requested by the gestational employee for period of disability only. All leave accruals must be exhausted, Leave Donations should be utilized prior to going on Paid Parental Leave</p>	<p><b>FAMILY MEDICAL LEAVE ACT (FMLA):</b></p> <p>Family Medical Leave Act (FMLA) runs concurrently with Paid Parental Leave, as well as the other types of leave available. FMLA is usually designated with the birth or placement of the child.</p> <p>Anyone carrying health insurance that intends on having a period of leave without pay, should do so during their FMLA entitlement, the cost of health insurance remains at the employee share. Gestational Parent Only: should use Sick leave, IPP, Leave Donations and Sick Leave at Half Pay first during the period of FMLA and then go on leave without pay.</p>