

## Leave for the Purpose of Birth or Adoption Checklist

### Purpose

This checklist is designed to guide faculty in the Perelman School of Medicine through the process of requesting and managing leave related to the birth or adoption of a child, and to align with applicable policies and timely submission of required documentation.

### Scope

This guidance applies to:

- All eligible faculty (see applicable policies to determine eligibility).
- UPHS employees that move to the University payroll are considered continuously employed by Penn and would be eligible for FMLA immediately after meeting the requirement.
- CHOP Faculty: In addition, please refer to applicable CHOP Policies and Guidelines.
- CPUP Members: There is no Paid Parental leave (PPL) through CPUP. If approved, CPUP continues compensation during a short-term disability (STD). Refer to the [CPUP Members Paid Time Off and Leave Policy](#) for additional information.

### First Steps

- Consult with your department faculty coordinator
- FMLA - Apply in Workday at least six weeks prior to the anticipated leave date
  - o Medical certification must be submitted to the Leave Administration Office within 15 days of submitting the leave request.
- Sick leave - Submit request for available sick leave prior to the first day of leave (or as soon as the date is known)
- Paid Parental Leave (PPL, =bonding time) - If you wish to take Paid Parental leave, submit the request in Workday prior to the first day of parental leave
- Short Term Disability (STD) - If additional time off is needed for a qualifying reason, complete the following step:
  - File a disability claim in Workday and submit Physician Certification Form to the FMLA Administrator within 15 calendar days of STD leave request
  - Extension of the Probationary Period - If you are in the Tenure, Clinician-Educator, or Research track, you are encouraged to apply for an extension of your probationary period. See details below.
  - Faculty may schedule a leave consultation with the Office of Academic Affairs by sending a request to [PSOM-OAA@upenn.edu](mailto:PSOM-OAA@upenn.edu). Human Resources staff (see contacts below) are also available for guidance and support.

### How leave works (see diagram):

- *Eligible Delivering parent.* Twelve (12) weeks of Family and Medical Leave Act (FMLA) leave is available for the birth or placement of a child. FMLA provides job protection during this period but does not include compensation. Compensation during this period is provided under a combination of sick days, Short-Term Disability (STD) and Parental Leave (PPL). The first 8 weeks (of 12) is considered the period of STD (and incorporates sick days), and the last 4 weeks (of 12) is PPL.

Employees can elect to take the PPL benefit concurrently with the last 4 weeks of FMLA. If they choose not to take the PPL benefit concurrently with the last 4 weeks of FMLA, they must apply PTO days to that last 4 weeks to remain in pay status.

- *Eligible Non-delivering parent (and adoption).* Faculty can only use the following sources of compensation for the care of a family member during 12 weeks of FMLA: up to 5 sick days, vacation, and PPL. May elect to take PPL only or 12 weeks FMLA if needed to care for the spouse following the birth of a child if the spouse has qualifying event. If due to adoption, faculty should contact HR for guidance. The non-delivering faculty is not eligible for STD.

#### **Pay During Leave for Delivery Parent (see above eligibility for non-delivery parent)**

12 Weeks FMLA											
1	2	3	4	5	6	7	8	9	10	11	12
<b>Paid Leave</b> Combination of sick days (22 days or remaining balance) followed by Short Term Disability						<b>Paid Parental Leave</b>					
<b>Compensation:</b> CPUP: Academic base salary plus CPUP/Base Salary Supplement Non CPUP: Base Salary						<b>Compensation:</b> Academic Base Salary plus CPUP/Base Salary Supplement Non CPUP: Base Salary					

- [Definitions of Categories of Compensation](#)
- [Understanding Faculty Compensation](#) (recording)

#### **Leave Categories & Application Processes**

**Information and instructions for each step:** (Note: Processes are subject to change. If the steps below are unsuccessful, please check the system for the latest instructions.)

##### **Sick Leave**

- Submit sick leave request in [Workday](#) prior to the first date of leave. Medical documentation should not be uploaded to Workday.

##### **Family and Medical Leave Act (FMLA) Requirements:**

- Employed by the University for at least 12 months and worked 1,250 hours in the preceding 12 months.
- Employed at a worksite with 50 or more University employees within 75 miles.
- May take up to 12 weeks of FMLA

##### **FMLA – How-To**

- You must initiate the leave through your [Workday](#) record by following the below steps. A leave request may be submitted in advance of using sick time, in anticipation of an upcoming leave.
  - From the Workday home page, click View All Apps
  - Select Time Off and Leave
  - Select Request Leave of Absence
  - Enter the “First Day of Leave” and the “Estimated Last Day of Leave”

- Select Leave Type "FMLA," then scroll through to choose the type of FMLA leave being requested
- You will be required to submit medical certification from a healthcare provider within 15 calendar days of leave request. The medical certification/verification covers all time off up to 12 weeks.

#### **Paid Parental Leave (PPL/bonding leave) Requirements:**

- Applicable to full time faculty employed with the University for at least 12 months (non-consecutive) and worked at least 1,250 hours in the 12 months immediately preceding the leave. Penn residents or fellows transitioning to University faculty roles may count time accrued during training.
- If both parents are University employees, both are eligible for Paid Parental leave. See applicable policies.
- Faculty are eligible for one (1) leave per birth or placement of a child. Separate leaves are not permitted for the birth or placement of multiple children.
- Must be taken at any time during the 12-month period immediately following the birth or adoption of a child.
- May take up to 4 weeks of PPL which must be taken in one continuous block and may not be broken up

#### **Paid Parental Leave – How-to**

- This is **not automatically granted** along with FMLA.
- If you wish to take PPL, there is a separate application process in Workday that must be completed prior to starting PPL.
- To apply for Paid Parental leave, you must follow the steps outlined below:
  - Go to Workday "Time Off and Leave" application,
  - Click on "Request Leave of Absence,"
  - Enter the "First Day of Leave" and the "Estimated Last Day of Leave,"
  - Click on Leave Type "FMLA" and scroll down to "FMLA - Parental Leave,"
  - You will then be directed to download the appropriate forms. You will need to provide necessary information/documentation to the FMLA Administrator before approval.

#### **Short-Term Disability (STD) Requirements:**

- Regular full-time faculty who accrue sick leave are eligible.
- If approved, STD is for 8 weeks (inclusive of available sick days).
- If the faculty is not eligible for FMLA, they are approved for up to 8 weeks of STD (22 sick days and 18 STD days).
- STD only applies to the delivering parent following childbirth. If the employee does not have 22 sick days, the balance of days that are available will be used, if any, and the balance of the 8 weeks will be made up with STD.

#### **Short-Term Disability – How-to**

- File a disability claim in Workday and submit Physician Certification Form to the FMLA Administrator within 15 calendar days of leave request.
- If you wish to apply for STD, you should file a claim by entering an application for leave in Workday:
  - Go to Workday "Time Off and Leave" application,
  - Click on "Request Leave of Absence,"
  - Enter the "First Day of Leave" and the "Estimated Last Day of Leave,"
  - Click on Leave Type "FMLA,"
  - You will then be directed to download the appropriate.

**Faculty promotion considerations.** Submission of a parental leave request does not automatically trigger or grant an extension of the probationary period. If you wish to apply for an extension for the qualifying reason of a “new child in home”, please read below:

#### **Extension of the Probationary Period**

- Who is Eligible: Faculty on the Tenure, CE, and Research tracks
- Qualifying Events: A complete description of qualifying events and other important information can be found in [Section II.E.3](#) of the Faculty Handbook.
- If both spouses or partners are co-equal caregivers, then both may request an extension of the tenure probationary period.

#### **When to Submit a Request for an Extension of Probationary Period Extension**

- Request extension within one year of the date of the birth or adoption.
- Events occurring within a year prior to hire are also eligible if requested within one year of the date of birth or adoption (not hire date); e.g., If hired September 1, 2024 and the birth occurred in July 1, 2024, the request must be approved by June 30, 2025.
- Please click [here](#) for additional information.

**Process:** Complete and submit the [Extension Request Form](#) to your department Faculty Coordinator (FC). The FC will review, obtain Chair’s signature, and forward to PSOM’s Office of Academic Affairs (OAA) [Director of Academic Review](#).

#### Other Related Policies

- University [Lactation](#) Policy
- [CPUP Lactation Policy](#) for Ambulatory and Procedure Based Providers

#### **CONTACTS:**

- Parental Leave (Sick Leave, FMLA, Short-Term Disability): [fmla@hr.upenn.edu](mailto:fmla@hr.upenn.edu)
- [Leave of Absence Without Pay](#): (managed at the department level – contact your department business administrator or faculty coordinator)
- CPUP Short-Term Disability:
  - Amy Mangin-Foley, [Amy.mangin-foley@pennmedicine.upenn.edu](mailto:Amy.mangin-foley@pennmedicine.upenn.edu) or
  - Betsy Berwick, [Betsy.Berwick@pennmedicine.upenn.edu](mailto:Betsy.Berwick@pennmedicine.upenn.edu)

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**Disclaimer:** This checklist is a general guide and does not substitute official University policy, which are subject to change. Please refer to the Human Resource webpages for the most up-to-date information and processes. Please review all relevant policies for a full understanding of rights and responsibilities. Should you have any questions, contact the appropriate administrator noted below.