

# Parental Care Guidebook



**THE OHIO STATE UNIVERSITY**  
HUMAN RESOURCES



[HR.OSU.EDU](http://HR.OSU.EDU)

1590 N. High Street, Suite 300 | Columbus, OH 43201 | 614-247-myHR (6947)

## Contact Information

### [HR Connection](#)

HR Connection Portal:

HRConnection.osu.edu

Phone: 614-247-myHR (6947)

Email:

HRConnection@osu.edu

### **Human Resources, Integrated Absence Management and Vocational Services (IAMVS)**

1590 North High Street, Suite 300, Columbus, Ohio 43201-2190

#### [HR Connection](#)

Coordinates benefits and leaves for employees who have had occupational (work-related) and non-occupational injuries and illnesses.

Manages employee FML claims and consults on FML and leave policies. [leaveadministrator@osu.edu](mailto:leaveadministrator@osu.edu)

### **Human Resources, Employee and Labor Relations**

1590 North High Street, Suite 300, Columbus, Ohio 43201-2190

#### [HR Connection](#)

Consults on a wide variety of human resource topics including leave policies and alternative work arrangements.

### **Ohio State University Wexner Medical Center Employee Relations**

660 Ackerman Road, Columbus, Ohio 43202

#### [HR Connection](#)

Consults on a wide variety of human resource topics including leave policies and alternative work arrangements.

### **Academic Affairs**

Bricker Hall, 190 North Oval Mall, Columbus, Ohio 43210

614-292-5881

Fax: 614-292-3658

Consults and advises on faculty issues.

### **The Ohio State University Health Plan, Inc.**

700 Ackerman Road, Suite 580, Columbus, Ohio 43202

614-292-4700 or 800-678-6269

Fax: 614-292-1166

Provides medical case management, pre-certification for medical services, health coaching, care coordination, and behavioral health referrals.

### **Ohio State Employee Assistance Program (EAP)**

700 Ackerman Road, Suite 580, Columbus, Ohio 43202

614-292-4472 or 800-678-6265

Fax: 614-292-1166

Provides 24/7/365 confidential counseling services for faculty, staff and members of their household experiencing personal distress that may interrupt or cause deterioration in work performance. Services are voluntary, free, and confidential.

# Table of Contents

Parental Care Guidebook.....	1
Contact Information.....	2
Table of Contents.....	3
Leave and Time off for New Parents.....	4
Family and Medical Leave.....	4
Unpaid Medical Leave.....	4
“I am a new birth mother.”.....	5
“I am a new parent (father, non-birth mother, domestic partner, adoptive parent, or foster parent).”.....	6
Classified Civil Service Staff – Example Using Leave Time.....	8
Unclassified Staff – Example Using Leave Time.....	9
Unclassified Staff – Example Using Leave Time.....	9
Faculty – Example Using Leave Time.....	9
Health Benefits.....	10
Health Plan Benefits.....	10
Precertification for Birth.....	10
Medical Benefits.....	10
Prenatal Care.....	10
Lactation Support.....	10
<b>OSU Health Plan Buckeye Babies</b> .....	10
Home Visit.....	10
Adding a Child to your Health Plan.....	10
Tax Considerations.....	11
Well-Child Care.....	11
Benefits Available While on a Leave of Absence.....	11
Family and Medical Leave (FML) (Utilizing paid time off for the duration of your leave).....	11
Family and Medical Leave (FML) (If you are not utilizing paid time off for the duration of your leave).....	11
Unpaid Medical Leave.....	11
Unpaid Personal Leave.....	11
Other Benefits.....	11
Adoption Assistance.....	11
Eligibility.....	12
How to Receive the Benefit.....	12
Reimbursable Services.....	12
Tax Implications.....	12
Infertility.....	12
Flexible Spending Accounts (FSA).....	12
Dependent Care FSA.....	13
Health Care FSA.....	13
Reimbursement.....	13
Short-Term Disability Insurance.....	14
Eligibility.....	14
Benefit.....	14
Voluntary Group Term Life Insurance (VGTLI).....	14
Eligibility.....	15
Cost.....	15
Issues Specific to Faculty.....	15
Modifying Your Schedule.....	15
Stopping the Tenure Clock.....	15
Issues Specific to Staff.....	16
Resources.....	17

## Introduction

The Ohio State University is committed to providing a work environment that is healthy, supportive and considerate of employees' work and personal obligations. The university's work/life effort entails providing programs, policies and services to assist faculty and staff with better integration of their professional and personal lives to help employees feel more productive, engaged and satisfied in their work environment.

The Parental Care Guidebook supports the university's interest in recruiting and retaining the best employees and is designed to help faculty and staff better understand university policies, procedures and philosophy as they relate to pregnancy, childbirth, adoption, foster care and child care issues. The information contained in this guidebook is to support those who face the joy and challenges of parental responsibilities, is meant to be explanatory and does not replace current policies, which are found at the Human Resources website at [hr.osu.edu](http://hr.osu.edu).

## Leave and Time Off for New Parents

Ohio State provides leave and time off to faculty and staff who become new parents. Whether you are off for maternity, paternity or adoption, our time off policies provide you several options for paid time off. Leave (job protected time away from work) and paid time off (the way you are paid while you are off work for a birth or adoption event) will both be utilized during your time away from work, depending on your needs and leave and time off balances. Understanding your leave options begins with the [Family and Medical Leave policy 6.05](#).

## Family and Medical Leave

Family and Medical Leave (FML) allows you to take time off for childbirth, adoption or foster care placement. You are eligible for Family and Medical Leave if you:

- have been employed with Ohio State for at least 12 months, and
- have worked 1,250 hours in the previous 12 months, and
- are having a baby or having a child placed in your home for adoption or foster care.

For eligible employees, FML entitles you to take 12 weeks of job-protected leave within a rolling 12-month period. If you have already used FML time in the previous 12-month period, you will be eligible for only the remainder of the 12-week balance that you have not used. Part-time employees are eligible for 12 prorated weeks, based on the number of hours regularly worked each week.

FML is unpaid time away from work. To receive pay during an FML leave, **you must enter your accrued sick time, parental and/or vacation time off, in addition to your FML leave in Workday (campus) or Kronos (health system)**, as appropriate.

## Non FML Medical Leave

Unpaid medical leave is available to employees who require time away from work due to a medical condition, but who are not eligible for FML. Birth mothers may be eligible for medical leave during the time they are recovering from the birth event. The amount of leave available will be dependent on the specific medical situation and will be evaluated on a case-by-case basis pursuant to the [Unpaid Leave Policy](#). To receive pay during an unpaid medical leave, **you must enter your accrued sick time, parental and/or vacation time off in addition to your Medical Leave in Workday**, as appropriate. Please note, all requests for leave should be submitted in Workday as Family and Medical Leave. The leave type will be updated if ineligible for FML.

To better understand how to use your paid time off with FML or Non FML Medical Leave, the following pages outline specific situations in a question and answer format. This section is organized based on an individual's

specific situation, such as birth as a birth mother or an adoptive parent. Locate the example that most closely matches your situation to find details related to your leave and time off. At the end of the section, you will find a chart of several examples to further detail how FML or Non FML Medical Leave is used concurrently with your accrued time off options.

**“I am a new birth mother.”**

**1. How much leave time am I entitled to and how will I be compensated?**

Birth mothers, who are employed in a position with a full-time equivalency (FTE) of 75% or greater may receive up to six weeks of full pay under Ohio State’s Parental section of the [Paid Time Off policy 6.27](#). In addition, as a birth mother you may also use up to 6 weeks of your sick time for your medical recuperation if you are eligible for FML. FML will run concurrently with parental time off and sick time. You may be able to use your vacation or comp time, or unpaid leave per policy requirements during your leave if you do not qualify for parental time off or do not have enough sick time. Refer to the chart of examples at the end of this section to illustrate how these leaves and time offs work together. Any non-medical leave beyond the twelve weeks of FML is approved at your supervisor’s discretion.

**2. What if I don’t have enough time to be paid for the twelve weeks of FML?**

A birth mother who qualifies for FML and parental time off may receive up to 6 weeks of parental time off during their FML leave. The remaining 6 weeks of FML may be paid with a combination of sick time (up to 6 weeks), accrued vacation or compensatory time. If the birth mother elected Short Term Disability (STD), they must use parental time off during the STD elimination period (30 calendar days) and may receive STD benefits for the duration of the eligible STD period (e.g. generally 2 weeks for a vaginal delivery and 4 weeks for a cesarean section). The employee can then use the remaining portion of parental time off and sick, then vacation time following the termination of STD benefits. If sufficient accrued time is not available, the remaining weeks of the 12 week FML time may be taken as unpaid time off. Information on how an unpaid leave status will affect your benefits is located in the *Benefits Available While on a Leave of Absence* section.

**3. Can I take time off beyond the 12 weeks?**

You may take time off beyond the 12 weeks with approval from your supervisor. The following chart outlines your options, depending on the reason for the leave.

You are taking leave beyond twelve weeks due to	Example	You will continue to receive compensation by using	You do not have enough accrued time <sup>1</sup>
<b>PERSONAL Reasons</b>	You have decided to spend more time with your newborn	Accrued vacation or comp time	You may request an unpaid personal leave of absence, approval is at the discretion of your supervisor
<b>MEDICAL Reasons for yourself</b>	You are unable to return to work due to your medical condition	Accrued sick time should be used first and then vacation or comp time. Short-term (STD) or long-term disability (LTD) may be options.	You may request an unpaid medical leave of absence once all FMLA time is exhausted or if you have an approved STD or LTD claim. You must provide medical documentation.
<b>MEDICAL Reasons for immediate family member</b>	Your baby has developed a serious health condition	Accrued sick time should be used first and then vacation or comp time.	You may request an unpaid personal leave of absence and must provide medical documentation; approval is at the discretion of your supervisor.

<sup>1</sup> Approval of unpaid personal leave is at the discretion of the supervisor based on departmental needs.

Any unpaid personal leave may have significant impact on your benefits (see *the Benefits section of this guidebook for additional information*). Contact your unit human resource consultant or [HR Connection](#) before your leave begins (see contact information on page 2).

**4. Can I still take 12 weeks of leave if I don't qualify for FML?**

If you do not qualify for FML, as a birth mother, you may be eligible to take unpaid medical leave of absence for recovery from the birth event (based on the type of delivery and the number of weeks that a physician deems appropriate, typically 6-8 weeks). You may utilize paid time off pursuant the university's Paid Time Off policy during your approved medical leave. Additional leave beyond what is medically necessary can be requested as a personal leave of absence and is approved at the discretion of your supervisor. Sick time may not be used beyond the approved medical leave of absence period.

**5. If I qualify for FML, can I divide up my 12 weeks of leave?**

For example, I want to take six weeks right after the birth of the child and then take six additional weeks several months later.

If you qualify for FML, you may divide up your total 12 weeks within the first year after the birth of your child. If you would like to take your remaining FML allotment beyond the first 12 weeks, plan ahead and negotiate this with your supervisor as early as possible.

**6. If I qualify for FML, can I choose not to use my leave time as FML?**

Having a baby is one of the qualifying events under FML. Leave time taken for this event, by an employee who meets the eligibility criteria, must be designated as FML, pursuant to federal regulations and university policy.

**7. How do I request my leave and paid time off?**

Once you know your projected due date, you should notify your supervisor of approximately when you will be off work and for how long. Then you should:

- Request your Family and Medical Leave (FML) leave via Workday.
  - If you are ineligible for FML, IAMVS will update your leave type to Medical Leave Non-FML.
- Enter your paid time off requests via Workday to run concurrently with your FML or Medical Leave.
- Provide other necessary documentation with appropriate signatures to your assigned leave administrator:
  - A [Medical Certification of Healthcare Provider for Employee's Serious Health Condition form](#) is needed for FML and the medical conditions for yourself and/or child. This form is available via the provided link or through your assigned Leave administrator. Once your completed forms are returned, your Leave administrator will provide information about your FML eligibility and FML rights.
  - Plan on providing status reports to your supervisor, including your expected return to work date.
  - If you have Short Term Disability, contact Unum or Integrated Absence Management and Vocational Services to apply for disability benefits.

**8. What must I do to return to work from leave?**

The amount of leave to be taken should be discussed and agreed upon with your supervisor before the event. Following the birth, confirm with your supervisor the exact date of your return. If you were on an extended leave due to your medical condition, be sure to acquire a medical statement indicating your return to work date and any request for accommodations from your physician. It is recommended that you provide your supervisor with at least two weeks' notice before returning to work.

You must also request your return from leave in Workday.

**“I am a new parent (father, non-birth mother, domestic partner, adoptive parent, or foster parent).”**

**1. How much leave time am I entitled to and how will I be compensated?**

New parents who are a father, domestic partner or adoptive parent and are employed in a position with a

full-time equivalency (FTE) of 75% or greater are eligible for six weeks of parental time off. The time off may be used at any time during the FML eligibility period. Foster parents are not eligible for the parental time off benefit. New parents (father, non-birth mother, domestic partner, adoptive parent and foster parent) who meet the criteria for FML, may also use any of their accumulated vacation or compensatory time to be paid and extend their leave up to the full 12 weeks of FML. Refer to the chart of examples at the end of this section to illustrate how these leaves and time off's work together.

**2. What if I don't have enough paid time off to be paid during my twelve weeks of FML?**

If you qualify for FML, but do not have enough vacation or compensatory time off balances available for the remaining six weeks of FML after your parental time off is exhausted, you may take the remainder of the FML qualifying time as unpaid time off. Information on how an unpaid time off will affect your benefits is located in the *Benefits Available While on a Leave of Absence* section of this guidebook.

**3. Can I take time off beyond the 12 weeks?**

You may take time off beyond the 12 weeks with approval from your supervisor. The following chart outlines your options, depending on the reason for the leave.

You are taking leave beyond twelve weeks due to	Example	You will continue to receive compensation by using	You do not have enough accrued time <sup>1</sup>
PERSONAL Reasons	You have decided to spend more time with your newborn.	Accrued vacation or comp time	You may request an unpaid personal leave of absence, approval is at the discretion of your supervisor.
MEDICAL Reasons for immediate family member	Your baby has developed a serious health condition.	Accrued sick time should be used first and then vacation or comp time	You may request an unpaid personal leave of absence and must provide medical documentation; approval is at the discretion of your supervisor.

Any unpaid time off may have a significant effect on your benefits (see the Benefits section of this guidebook for additional information). It is recommended that you contact your unit human resources professional or [HR Connection](#) before your leave begins (see contact information on page 2).

**4. Can I take 12 weeks of leave even if I don't qualify for FML? How will I be compensated?**

You may be eligible for medical leave or personal leave, depending on your situation. To be compensated during an approved leave, you may qualify for parental time off. You may also qualify for sick time if a medical situation exists. If you do not qualify for parental time off or sick time, then you may request vacation and/or compensatory time then you may request unpaid time off, subject to approval by your supervisor

**5. If I qualify for FML, can I divide up my 12 weeks of leave?**

For example, I would like to take one week right after the birth/adoption and then take two additional weeks several months later.

If you qualify for FML, you may divide up your total 12 weeks within the first year after the birth, adoption or foster care placement of your child. If you would like to take your remaining FML allotment after the first 12 weeks, you should negotiate this with your supervisor in a timely manner.

**6. If I qualify for FML, can I choose not to use my leave time as FML?**

Having a baby is one of the qualifying events under FML. Leave time taken for this event, by an employee who meets the eligibility criteria, must be designated as FML, pursuant to federal regulations and university policy.

**7. How do I request a leave and what forms do I need to complete?**

Once you know that you will need to take time off for the birth of your child or placement of your adoptive or foster child you will need to:

- Notify your supervisor of approximately when you will be off work and for how long.
- Request your Family and Medical Leave (FML) via Workday.
- Enter your paid time off requests via Workday to run concurrently with your FML or Medical Leave.
- Provide necessary documentation to your assigned Human Resources Leave administrator:
  - [Medical Certification of Healthcare Provider for Family Member’s Serious Health Condition form](#) is needed for FML and the medical conditions for your spouse/partner and/or child. This form is available via the provided link or through your assigned Leave administrator. Once your completed forms are returned, your Leave administrator will provide information about your FML eligibility and FML rights.
  - Adoption Decree if adopting.
  - Individual Child Care Agreement if becoming a foster parent.
  - Plan on providing status reports to your supervisor, including your expected return to work date.
  - If you have Short Term Disability, contact Integrated Absence Management and Vocational Services to apply for disability benefits.

**8. What must I do to return to work from leave?**

Negotiate your leave time with your supervisor before the event. As soon as possible, following the birth or child event, notify your supervisor of the exact date of your return. **You must also request your return from leave via Workday.**

Specific calculations for exact balance upon return to work include this formula:

$$\begin{array}{r}
 \text{Current Balance} \\
 - \text{Sick, Vacation, Compensatory Time Used for Leave} \\
 \hline
 \text{Total} \\
 + \text{Time Earned during Leave} \\
 \hline
 \text{Balance upon Return}
 \end{array}$$

Classified Civil Service Staff – Example Using Leave Time				
Example	<ul style="list-style-type: none"> <li>• Sally, a full-time custodial worker is pregnant.</li> <li>• During the course of her pregnancy, Sally had many pre-natal visits. Most of the visits were scheduled during her off-hours; however, at the time of delivery, she had used a total of 8 hours of FML for pre-natal visits.</li> <li>• Sally would like to take the rest of her 12 weeks off after delivery.</li> </ul>			
Current Time Off and Leave Balances	Sick – 9 weeks	Vacation – 4 weeks	Comp Time – 1 week	FML – 11 weeks and 4 days
How Employee Will Manage Leave	According to Sally’s current time off balances, from her delivery date she will first take 6 weeks of parental time off. Sally will then take 5 weeks and 4 days of sick time to complete her 12 weeks of FML.			
Approximate Balances Upon Return to Work	Sick – 3 weeks	Vacation – 4 weeks	Comp Time – 1 week	FML - exhausted
	Sally will be utilizing paid time off during her entire leave and therefore will continue to accrue sick and vacation time while on leave just as if she were working. If Sally had elected Short Term Disability (STD) coverage before her pregnancy, filed a claim and been approved, she could have saved some of her sick time and her sick time balance upon return to work would be greater. See “Other Benefits” section of this guidebook for more information.			



Unclassified Staff – Example Using Leave Time				
Example	<ul style="list-style-type: none"> <li>Ahmed is a full-time accountant.</li> <li>Ahmed had a difficult year because his aging mother needed help after a major surgery and Ahmed missed 2 weeks of work for this.</li> <li>Ahmed's wife is expecting their first baby and he would like to take 12 weeks off from work once the baby is born.</li> </ul>			
Current Time Off and Leave Balances	Sick – 4 weeks	Vacation – 1 week	Comp – 0	FML – 10 weeks
How Employee will Manage Leave	Because Ahmed has already used 2 weeks of his 12-week FML allotment he is only entitled to 10 more weeks of FML. Ahmed may receive up to 6 weeks of parental time off which will run concurrently with his remaining 10 weeks of FML allotment. After the 6 weeks of parental time off and FML, Ahmed will have 4 weeks of FML remaining. Ahmed may utilize paid time off during the 4 remaining weeks of FML by using his vacation or compensatory time and then using unpaid time off. Any time taken after the FML allotment is at the supervisor's discretion.			
Approximate Balances Upon Return to Work	Sick – 4 weeks	Vacation – 0	Comp Time – 0	FML - exhausted
	Ahmed will continue to accrue sick and vacation time while utilizing paid time off, but will not accrue time off during the unpaid time off.			

Unclassified Staff – Example Using Leave Time				
Example	<ul style="list-style-type: none"> <li>Margaret is a part-time systems specialist, working 35 hours a week.</li> <li>She and her partner are adopting a baby. She would like to take 8 weeks off to be with her new baby.</li> </ul>			
Current Time Off and Leave Balances	Sick – 13 weeks	Vacation – 2 weeks	Comp Time – N/A	FML – 12 weeks
How Employee Will Manage Leave	Margaret may receive up to 210 hours (six 35-hour weeks) of parental time off. She will also be able to use 2 weeks (35 hours each) of vacation, thereby giving her 8 weeks of paid time off while on FML. Note: If Margaret desired more time off, she is entitled to the remaining 4 weeks of FML off as unpaid leave, for a total of 12 weeks of FML.			
Approximate Balances Upon Return to Work	Sick – 13 weeks	Vacation – 0	Comp Time – N/A	FML – 4 weeks
	Margaret will continue to accrue sick and vacation time while utilizing paid time off, but will not accrue time off during unpaid leave if she chooses to remain off work beyond 8 weeks.			

Faculty – Example Using Leave Time				
Example	<ul style="list-style-type: none"> <li>Jackie is a 9 month faculty member, who is having a baby during fall semester.</li> <li>She would like to take the rest of fall semester off, which would be about 2 weeks and all of spring semester.</li> </ul>			
Current Time Off and Leave Balances	Sick – 5 weeks	Vacation – N/A	Comp Time – N/A	FML - 12 weeks
How Employee Will Manage Leave	Since Jackie is teaching fall semester, she has arranged with her unit chair to have another faculty member cover the last 2 weeks of classes for fall semester when she is due to deliver. This time will be designated as FML and she may use 2 weeks of her parental time off to be paid for this time. To avoid using leave time, Jackie has arranged with her chair to modify her duties from classroom teaching obligations in the spring and instead she will focus on developing new curricula and course materials for course(s) to be taught in the fall. Time spent working on developing new curricula and course materials either at home or in the office will not be designated as FML time. If Jackie chooses to not modify her duties from classroom teaching obligations and instead remain on a continuous leave she may do so for the remainder of her FML eligibility which is 10 weeks.			
Approximate Balances Upon Return to Work	Sick – 5 weeks	Vacation – N/A	Comp Time – N/A	FML – 10 weeks
	Jackie will continue to accrue sick time during her entire leave.			

**NOTE:** If a newborn, adoptive, or foster child has a medical condition supported by medical documentation, sick time may be used for the amount of time specified by the physician, instead of vacation or compensatory time.

# Health Benefits

## Health Plan Benefits

If you are enrolled in university health coverage, there are several items to remember. You must enroll your child in health coverage within 30 days of the birth, adoption or placement. You should review the out-of-pocket expenses that you will be responsible to pay. Consider enrolling in Buckeye Babies for support (see below).

### Precertification for Birth

Regardless of which university-sponsored health plan you are enrolled in, you or your physician must contact [OSU Health Plan, Inc.](#) (see contact information via link provided or on page 2 of this publication) to obtain pre-certification prior to delivery. Your physician may provide paperwork at the first office visit to take care of this process. Completing the necessary paperwork beforehand will ensure a smoother admission process at the time of delivery.

### Medical Benefits

Depending on your medical plan, you may be responsible for a copay, deductible or coinsurance. It is important to understand the guidelines of your particular plan prior to the birth. If you are enrolled in an Ohio State medical plan, please refer to your [Medical Plans – Specific Plan Details](#) for plan guidelines or visit [hr.osu.edu](http://hr.osu.edu).

### Prenatal Care

It is important to begin your prenatal visits and care early in your pregnancy. All of the university's health plans provide prenatal coverage. Some plans have a copay that is paid upon the first doctor's visit and others have a deductible and coinsurance. Please refer to your [Medical Plans – Specific Plan Details](#) for plan guidelines or visit [hr.osu.edu](http://hr.osu.edu).

### Lactation Support

You will have access to a lactation consultant during your hospital stay regardless of what health plan you are enrolled in or where you deliver your baby. The consultant will help with questions or concerns regarding nursing and can be a valuable resource even after you return home from your hospital stay. Additionally, the hospital will provide instructions on how to care for yourself and baby, including bathing, changing and feeding your little one. Your pediatrician and OBGYN will continue to be great resources for questions about care and development of your baby and your recovery.

Lactation sites are available around campus and the medical center to aid in a mother's desire to continue nursing upon her return to work. Consult Human Resources for the nearest lactation site or for information on pumping at work if a formal lactation site is not located near your worksite.

### OSU Health Plan Buckeye Babies

The [Buckeye Babies](#) program from OSU Health Plan and Your Plan for Health (YP4H) offers free support to expectant moms from early pregnancy through delivery and post-partum. All services are complimentary and confidential. When you participate in Buckeye Babies, a licensed nurse well-versed in maternal-child health care will be with you every step of the way. He or she will answer any questions you have, guide you through the initial stages of breastfeeding and infant care, and even help post-partum. Special support is available to moms with complicated pregnancies. Buckeye Babies also offers a variety of classes to help you and your family prepare for your new addition.

### Home Visit

You may have an option for a home visit from a registered post-partum nurse. At this visit, the nurse will assess mother and baby for general health, care, feeding, questions and concerns.

### Adding a Child to your Health Plan

You have 30 days following the birth, adoption or placement to add the child to your medical, dental, vision and

life insurance plans. It is your responsibility to enroll your child through [Workday](#). Once the completed enrollment and other necessary documentation of the family status change have been received by the Human Resources, medical expenses as per plan guidelines will be covered back to the qualifying event date.

### **Tax Considerations**

You may want to consider changing the exemptions on your tax form (W-4 Form). Changes can be made through [Workday](#).

### **Well-Child Care**

All of the university health plans provide coverage for well-child care including physical examinations, immunizations and vaccinations. The number of well care visits is determined by the child's age. Refer to your [Medical Plans – Specific Plan Details](#) document at [hr.osu.edu](http://hr.osu.edu).

### **Benefits Available While on a Leave of Absence**

When planning a leave of absence, you should consider your health coverage for the time period you will not be working. The manner in which your health care premium and/or coverage are paid will depend upon the type of leave you are taking and if you are utilizing paid time off during your leave. Please refer to the following list to better understand this process.

#### **Family and Medical Leave (FML) (Utilizing paid time off for the duration of your leave)**

If you are eligible for FML and enrolled in a university-sponsored health plan prior to your leave and you use accumulated parental time off, sick time, compensatory time and/or vacation time, your benefits continue as if you were working. (See *FML section of this guidebook for further information regarding FML eligibility.*)

#### **Family and Medical Leave (FML) (If you are not utilizing paid time off for the duration of your leave)**

If you are eligible for FML and are **not utilizing paid** time off while on leave, you will need to pay the applicable employee contribution rates to continue to receive the same elected university benefits (e.g. medical, dental, vision) as when you were actively working. You will be responsible for the cost of any voluntary benefits in which you are enrolled at the time of your leave.<sup>1</sup> You will be billed for the premiums. (See *FML section of this guidebook for further information regarding FML eligibility.*)

#### **Unpaid Medical Leave**

If you are not eligible for FML and are **not utilizing paid** time off while on leave, you will need to pay the applicable employee contribution rates to continue to receive the same elected university benefits (e.g. medical, dental, vision) as when you were actively working. You will also be responsible for the cost of any voluntary benefits in which you are enrolled at the time of your leave.<sup>1</sup> You will be billed for the premiums.

#### **Unpaid Personal Leave**

If you are taking an unpaid personal leave you will need to pay the applicable employee contribution rates to continue to receive the same elected university benefits as when you were actively working.

Refer to [Benefits Continuation while on Family Medical or Military Leave of Absence](#) for additional information.

### **Other Benefits**

As you think about adding to your family, there are additional Ohio State benefits that may apply to you. The following section will explain these additional benefits.

#### **Adoption Assistance**

If you adopt a child, the university may reimburse a portion of your adoption costs for each adopted child for eligible adoption-related expenses to eligible faculty and staff. This reimbursement will occur after the child has

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<sup>1</sup> Voluntary benefits = Voluntary Group Term Life Insurance (VGTLI), Short Term Disability (STD)

been placed in your home.

### **Eligibility**

Faculty or staff (A&P, Sr. A&P, CCS and Associated Faculty) in a position of 50% or greater may use this benefit immediately upon appointment to an eligible position. The benefit can be used for eligible adoption-related expenses incurred after your eligible appointment commences. Eligibility ends if you transfer to a non-eligible position or leave university employment. If two adopting parents of the same adopted child are both eligible for adoption assistance, the maximum is capped. Adopted children must be under 18 years of age and may not be biologically related to either parent. Adoptions made through public, private, domestic, international and independent means are also eligible.

### **How to Receive the Benefit**

Upon placement of the child in your home, complete the [Adoption Assistance claim form](#). This form is available from [HR Connection](#) or can be obtained from the OHR web site at [hr.osu.edu](http://hr.osu.edu). Submit this form along with a copy of the adoption placement certificate or final adoption decree and all eligible receipts. Receipts must be in U.S. dollars. Faxed copies of the completed Adoption Assistance claim form are not acceptable.

### **Reimbursable Services**

Most expenses directly related to the adoption are reimbursable, including:

- Agency and placement fees
- Legal fees and court costs
- Required medical expenses for child prior to adoption (including immunizations)
- Immigration fees
- Translation services
- Transportation and lodging expenses

Examples of non-reimbursable expenses include:

- Medical examination fees for adopting parents
- Cost of personal items such as clothing and food for either the parents or the child
- Expenses incurred prior to eligibility for the program

### **Tax Implications**

Reimbursement for adoption related expenses will be included in your regular pay. State tax will be deducted from this amount. You are responsible for any federal tax implications at the time of annual filing.

### **Infertility**

The university's medical benefit plans provide for examinations and procedures for infertility. This coverage is provided only to individuals who have a medical reason of infertility. It does not cover reversal of elective sterilization, i.e., tubal ligation or vasectomy. Coverage is provided per medical plan guidelines that are stated in your [Medical Plans – Specific Plan Details](#). For further details please contact OSU Health Plan (see contact information on page 2).

### **Flexible Spending Accounts (FSA)**

The university offers options to use pre-tax dollars to pay for certain health and dependent care expenses through Flexible Spending Accounts (FSA). This plan allows you to contribute, through pre-tax payroll deductions, to a Health Care and/or Dependent Care Flexible Spending Account. You may then request reimbursement from your account with an itemized receipt and an FSA Request for Reimbursement form.

Participating in an FSA can result in significant tax savings. The deductions are taken from your paycheck on a

pre-tax basis. After eligible services are received, you may request a reimbursement from the account(s). For this program to be financially advantageous, it is necessary that you estimate as accurately as possible your health care and/or dependent care expenses for the plan year. Any unused funds in the FSA at the end of the plan year will be forfeited per IRS guidelines.

You must enroll for this option within 30 days of a family status change or during an annual open enrollment period.

### **Dependent Care FSA**

The Dependent Care FSA is used for dependent care expenses that are incurred during your work hours. This can apply to a day care facility or in-home care for dependents under age 13, or care for an adult dependent that is physically/mentally incapable of self-care. The [FSA Dependent Care](#) request for reimbursement process must be completed.

The childcare provider cannot be your child under age 19, or anyone else you or your spouse can claim as a dependent for tax purposes. You will be required to report the Tax ID number or social security number of your dependent care provider.

Dependent Care FSA may not be advantageous for all employees. Greater tax savings may be gained by claiming available tax credits on both the state and federal tax return. To determine which is more advantageous for you, consult a tax advisor for assistance.

### **Health Care FSA**

The Health Care FSA can be used for eligible health care expenses that have not been paid by your health coverage. Eligible services must be received and paid during the benefit plan year. Some examples of eligible expenses for you and your dependents may include:

- Deductibles, copays and coinsurance amounts
- Services with age restrictions, such as orthodontia for adults over age 19
- Services with frequency restrictions, such as dental cleanings, eye glass frames, second pair of eye glasses and disposable contacts
- Hearing care expenses
- Expense for braille books and magazines
- Costs for specialized telephones and televisions for the hearing-impaired

For a full listing of eligible and ineligible expenses, visit FSA Online at [hr.osu.edu](http://hr.osu.edu).

The [FSA Health Care](#) request for reimbursement process must be completed. The Health Care FSA cannot be used to reimburse the cost of health contribution rates, which are already a pre-tax deduction for faculty and staff.

Please refer to the [Flexible Spending Accounts – Specific Plan Details](#) online for more information about FSAs.

### **Reimbursement**

If you have a Health Care FSA, your Health Care Flex Card eliminates the need to file a claim. Swipe your card at the point of service. In most cases, this is all you need to do, but you may be asked for receipts, so be sure to save them.

Please visit [HR Connection](#) for additional information.

The money reimbursed from your FSA is paid directly to you. It is your responsibility to pay the service provider for the incurred expense. Reimbursement from an FSA is currently not subject to taxation.

If you are interested in a Flexible Spending Account refer to the [Benefits Overview for Faculty and Staff](#) document or at [hr.osu.edu](http://hr.osu.edu).

## Short-Term Disability Insurance

The [Short-Term Disability](#) (STD) benefit is an optional program that is designed to provide disability income benefits after a 30-calendar day waiting period. Enrollment for the STD coverage is voluntary and you pay the after-tax premiums. STD is a non-taxable income benefit.

### Eligibility

Your eligible appointment must be 50% full-time equivalent (FTE) or greater. Faculty and staff who are eligible for the university provided [Long-Term Disability](#) (LTD) benefit, are eligible to elect the optional STD coverage.

**Note:** Faculty and staff of university-affiliated groups are not eligible for STD coverage.

### Benefit

You must contact the disability carrier in order to initiate a claim for STD. It is not filed automatically for you. If your claim is approved and you have met the 30-day waiting period, you will receive 60% of your gross monthly wage base up to a maximum benefit of \$5,000 per month. If you have a Cesarean section, you will be considered disabled for a minimum period of 8 weeks beginning on the date of your Cesarean section unless you return to work, as determined by your physician, prior to the end of the 8 weeks. If you have a vaginal delivery, you will be considered disabled for a minimum period of 6 weeks beginning on the date of your vaginal delivery unless you return to work, as determined by your physician, prior to the end of the 6 weeks.

### Example

Jane is a three-year staff member who is pregnant and has a vaginal delivery. She has previously elected STD coverage. Given Jane's length of service and hours worked she is also covered under FML and is eligible for Parental time off. Jane chooses to supplement the 60% STD benefit with 25% of her vacation hours submitted for pay. She chooses to stay off work for the full 12 weeks of FML to bond with her baby. The following describes how Jane will be paid using her leave benefits and STD:

Leave	Benefit Program	Percent Paid
First 4 weeks	FML and parental time off	100%
Day 31-42 (approximately weeks 5 and 6)	Jane will use FML and STD. Jane has a medical condition that qualifies her to apply for STD benefits. She will be considered disabled for 6 weeks from the date of her vaginal delivery. Jane has chosen to supplement her STD benefit with her available vacation. Deductions for elected benefits will be taken from her university paycheck.	60% of gross base pay for STD benefit. Vacation hours paid minus deductions.
Weeks 7-8	FML and parental time off.	100%
Weeks 9-12	FML and sick, vacation, compensatory leave time and/or unpaid time off.	100% or unpaid

**Note:** retirement, health care and other deductions will be withheld from sick time, vacation and/or comp time pay.

If you are currently enrolled in STD coverage, contact Unum at 1-866-245-3013 to initiate the STD Claim.

Contact [Integrated Absence Management and Vocational Services \(IAMVS\)](#) via [HR Connection](#) for questions related to STD coverage and benefit coordination with parental time off to maximize both benefits properly. Refer to the Short Term and Long Term Disability [Specific Plan Details](#) for additional information.

## Voluntary Group Term Life Insurance (VGTLI)

[Voluntary Group Term Life Insurance](#) is an additional, optional life insurance coverage that provides term life insurance benefits for you and your dependents. This is in addition to the university-provided group term life

insurance benefit.

## Eligibility

Your eligible appointment must be at least 50% FTE. Refer to the [Benefits Overview for Faculty and Staff](#) document or at [hr.osu.edu](http://hr.osu.edu).

## Cost

You are responsible for the premiums on an after-tax basis. The rate is based on your age and will increase as you reach each qualifying age. It is also based on whether you are a tobacco user. This benefit is subject to the age reduction formula, meaning that beginning at the age of 65, benefits are reduced. VGTLI after-tax rates are available at [hr.osu.edu/benefits/rates](http://hr.osu.edu/benefits/rates).

## Issues Specific to Faculty

Faculty members are eligible for parental time off. To take formal leave beyond parental time off, you may use sick time, vacation (applies only to faculty on 12 month appointments) or unpaid leave as described in the Leave Section of this guidebook. Explanation of unpaid leave is available in the [Unpaid Leave](#) policy 6.45. Use of paid or unpaid leave is generally necessary to be on leave with no assigned duties.

## Modifying Your Schedule

The initial time demands of a new addition to your family may in some cases be accommodated by a rearrangement of your academic duties in place of taking a leave or in conjunction with one.

Any request to modify your schedule must be discussed with and approved by the head (e.g. unit chair, school director or dean) of your tenure-initiating unit (TIU). Requests are reviewed on a case-by-case basis.

Some colleges, usually those with flexible curricula, have policies for reducing or rearranging teaching load in response to a faculty member's new parental responsibilities. In other colleges, course schedules and other duties such as clinical or outreach responsibilities, are determined on the basis of relatively inflexible curricula and staffing that require specific faculty expertise. In such situations, schedule rearrangement is more difficult and requires as much advance planning as possible.

During the semester before or after the birth or placement of your child, possibilities for schedule modification include but are not limited to:

- Reducing to some degree your structured teaching assignment and increasing research or service responsibilities, thereby leaving your total workload about the same but creating more flexibility with regard to schedule and work location.
- Shifting courses that cannot be taught by other faculty to another semester or term. In such cases, chairs should give careful attention to overall workload, with the goal of reducing formal course instruction over the course of the year in which the leave is taken.
- Shifting your off-duty months (applies only to nine-month faculty). For further guidance on off-duty time, see Section III of the FAQ on semester appointments at [oaa.osu.edu/assets/files/documents/SemestersFacultyAppointments.pdf](http://oaa.osu.edu/assets/files/documents/SemestersFacultyAppointments.pdf).

If you desire to reduce your appointment but remain in a tenure track position, review Faculty Rule 3335-5-19 (Section A) and discuss your interest in a part-time tenure track faculty position with the head of your TIU. This part-time status can also lead to an extension of the mandatory promotion and tenure review year; see the section on part-time faculty below.

## Stopping the Tenure Clock

Ohio State's faculty rules guarantee that all probationary regular tenure-track faculty members are entitled to stop the tenure clock for one year when they become parents through the birth of a baby or adoption of a child under the age of six. Faculty who are new parents should notify their chair about the birth or adoption by filling out the form listed below. Those who wish to decline the extra year should also fill out a form, which is also described below.

These requests are guaranteed to be approved unless a non-renewal of appointment notice has already been issued or if the request is received after the TIU has initiated the mandatory promotion and tenure review process. This exclusion of time may be requested in one-year increments for each birth or adoption of a child under age six. The faculty rule defining this exclusion (3335-6-03 D.1) is available at <http://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html>.

- This extension is guaranteed to be approved.
- Requests to adjust the tenure clock must be submitted:
  - within one year following the birth or adoption;
  - prior to the beginning of the year of the scheduled mandatory tenure review;
- To the head of your TIU (unit or college) and then forwarded by the TIU to the dean and the Office of Academic Affairs on the notification form available at [oaa.osu.edu/assets/files/documents/Form111.pdf](http://oaa.osu.edu/assets/files/documents/Form111.pdf).

Further information about all requests for exclusion of time from the probationary period is available in the [Office of Academic Affairs Policies and Procedures Handbook](http://oaa.osu.edu/handbook) online at [oaa.osu.edu/handbook](http://oaa.osu.edu/handbook).

Under Faculty Rule 3335-06-03 (D) it is also possible to request a stop of the tenure clock due to adverse events beyond the faculty member's control that seriously impede academic productivity. The maximum amount of time that may be excluded from the probationary period for any reason is three years.

## Issues Specific to Staff

### Birth Mother Using Flexible and Alternative Scheduling

Sally has been at the university for 10 years and is a biweekly paid Office Associate who delivered a baby in January. Prior to her 12-week FML absence, Sally proposed an alternative work schedule to her supervisor to be implemented when she returned. Sally and her supervisor worked together to create an alternative work plan combining part-time, flex time, and alternative work site components to allow her more time at home with her baby.

They agreed to the following plan:

Work schedule: Part-time work – 30 hours a week total. Monday, Wednesday, and Friday 7:30 a.m. – 4 p.m. in office (30-minute lunch break). Six hours per week at home reconciling accounts and transcription, to be worked at Sally's discretion. The plan will be evaluated the first of June for effectiveness; changes will be made if necessary. Holiday pay will be earned at the prorated amount. Sally will bring all work performed at home to work on Mondays and will review it with the supervisor. If Sally or her baby is ill and she is unable to complete her six hours of work at home, the time will be charged to available sick time. A time sheet will be kept and given to the supervisor every other Friday. Sally and the supervisor post Sally's work schedule and how she can be contacted at home. An e-mail is sent to a list of contact people who need notified of the change. Sally's benefits, health care premiums and wages are adjusted to reflect her part-time appointment.

### Non birth parent/Other parent Using Intermittent and Compressed Schedule

Stan is a recently hired monthly paid Administrative Associate. His partner is pregnant and expecting their baby on July 1. He has informed his supervisor of the event. He plans to take time off after his partner returns from maternity leave to her job. His partner's leave ends mid-August. Stan has initiated his leave request via Workday and provided the proof of birth to IAMVS.

FML is not available to Stan since he has not been employed at Ohio State for one year. Stan is entitled to utilize 6 weeks of parental time off to bond with his new baby. He is entitled to use accrued vacation or compensatory time or at the discretion of his supervisor.

After six weeks of being on leave, Stan and his partner are scheduled to return to work, however, there is a



problem with daycare on Wednesdays. Stan works with his supervisor to create a compressed workweek for the following six weeks, during which time it is expected that the daycare issues can be worked out. Stan works four, 10-hour days, Mondays, Tuesdays, Thursdays, and Fridays for the following six weeks. A plan is created that details many important considerations about the compressed schedule. The plan is agreed upon and signed by Stan and the supervisor with the understanding that the plan can be reevaluated at any time by Stan and/or his supervisor. After six weeks the day care issue is resolved, and Stan returns to his normal work schedule.

### **Adoptive Mother and Father, Both Ohio State Employees Using Reduced Appointment Schedule**

Sue and Steve are married, monthly paid staff. They adopted a child and received the Adoption Assistance benefit. Both are eligible for FML and parental time off, so each may receive six weeks of parental time off.

Sue decides that she would like to alter her schedule for the next twelve weeks to extend her parental time off. She and her supervisor have agreed that she will work 20 hours per week and request parental time off for the remaining 20 hours per week. Under this arrangement, Sue will be able to extend her parental time off over twelve weeks instead of six weeks to allow for additional bonding time with her child and medical appointments for her child. Her health care benefits remain the same.

## **Resources**

Child Care Center, [hr.osu.edu/child-care-program/](http://hr.osu.edu/child-care-program/)

Flexible Work Policy 6.12, [hr.osu.edu/public/documents/policy/policy612.pdf](http://hr.osu.edu/public/documents/policy/policy612.pdf)

Office of Academic Affairs, [oaa.osu.edu](http://oaa.osu.edu)

Human Resources, [hr.osu.edu](http://hr.osu.edu)

The Women's Place, [womensplace.osu.edu](http://womensplace.osu.edu)