

Parental Leave Quick Reference Guide

Who is eligible for paid parental leave and when are they eligible?

Full-time employees are eligible for 6 weeks of 100% company paid parental leave, effective the first of the month following their hire date.

Pre-birth Checklist:

- Notify your supervisor of your time off needs
- Submit a ticket via the HR Portal with the expected due date
- Enroll in our [Maternity Management](#) program before your third trimester for cost savings
- Submit your leave request in TAM
- Check with your state to see if they offer any additional leave time off

Employees are eligible for paid parental leave for the following reasons:

- Birth parents: Birth parents are eligible for up to 6 weeks of paid parental leave (may also be eligible for up to 6 weeks of paid medical leave, for a total of 12 weeks paid leave).
- Non-birth parents: Non-birth parents are eligible for up to 6 weeks of paid parental leave (may also be eligible for an additional 6 weeks of unpaid FMLA time off).
- Pre- and/or post-placement for adoption: employees adopting may be able to use up to 6 weeks of paid parental leave for pre- or post-placement. Contact your HR team for additional details.

Parental leave can be taken intermittently or continuously (or both), meaning that you can choose to take all 6 weeks consecutively, OR you can choose to break it up intermittently to best suit the time off needs for you and your family.

- If intermittent:
 - Leave must be taken in 1-week increments
 - The time must be taken within 12 months of the birth or adoption
 - Your parental leave balance will re-accrue a year after it was taken

Post-birth Checklist:

- Notify HR of the birth/adoption of your child
- Enroll your child in benefits through Vantage
- Make any applicable adjustments to your tax forms
- Create your account with Bright Horizons
- If you are the birth parent, send over your return to work release

Additional post-birth or post-placement information:

To add your child to insurance, navigate to Vantage > Benefits > Report a Qualifying Change (this must be done within 30 days of the birth of your child).

To adjust your tax withholdings, navigate to Vantage > Pay > Tax Withholding.

