Frequently Asked Questions

Am I eligible for paid parental leave?
If you are full-time faculty or staff employed by the University for at least 12 months (do not need to be consecutive) and have worked at least 1,250 hours during the 12-consecutive months immediately preceding the date the leave would begin, you are eligible for paid parental leave.

For what can I use paid parental leave?
The purpose of paid parental leave is to allow bonding time following the birth or adoption of your child.

How much paid parental leave is being offered by the University?
If eligible, you will receive up to a maximum of four weeks (20 work days) of paid parental leave per birth or adoption of a child. In no case will you receive more than four weeks of paid parental leave in an 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month timeframe.

Is there a certain timeframe in which I must take the four weeks of paid parental leave?
You may take approved paid parental leave at any time during the 12-consecutive months immediately preceding the date of your child’s birth or adoption. Paid parental leave may not be used or extended beyond this 12-month timeframe and must be completed by the child’s first birthday or the first anniversary of the adoption of the child. You must begin to take the leave four weeks before the child’s first birthday or the first anniversary of the adoption of the child (in order to receive the full paid benefit), you would need to begin the leave four weeks before the child’s first birthday or the first anniversary of the adoption of the child.

Must the four weeks for paid parental leave be taken all at once?
Yes. Paid parental leave must be taken in one continuous period of leave.

If I have a multiple birth (twins, triplets, etc.) am I eligible for more than four weeks of paid parental leave?
No. The policy only covers birth or adoption.

If I get married and adopt my spouse’s children am I eligible for paid parental leave?
No. Adoption of your spouse’s children does not make you eligible for this benefit.

Do we both get four weeks of paid parental leave?
Yes. Both you and your spouse will each be given four weeks of paid parental leave.

My spouse and I are both employed at the University. Does the four weeks of paid parental leave per birth or adoption event overlap for both employees?
No. Any overlap in the four-weeks of paid parental leave entitlement for you and your spouse will result in you each being given four weeks of paid parental leave. If you complete the Paid Parental Leave Request Form and are eligible for paid parental leave and FMLA no additional forms are required with you both on paid parental leave if you are you going to request FMLA before or after the period of paid parental leave then you will need to fill out FMLA forms.

Will my benefits status be affected if I take paid parental leave?
No. The University will maintain all benefits for you during the paid parental leave period just as if you were taking any other University paid leave such as paid vacation leave or paid sick leave.

What happens if a holiday falls during my paid parental leave?
If a University holiday(s) occurs while you are on paid parental leave, such holiday(s) will not extend the total paid parental leave entitlement, and you will not receive additional holiday pay for the day.

My spouse and I are both employed at the University. Do we both get four weeks of paid parental leave?
Yes. Both you and your spouse will each be given four weeks of paid parental leave.

If I get married and adopt my spouse's children am I eligible for paid parental leave?
No. Adoption of your spouse's children does not make you eligible for this benefit.

Does paid parental leave apply to bargaining units?
No. The paid parental leave benefit provides up to four weeks of paid leave per birth or adoption of a child. In no case will you receive more than four weeks of paid parental leave in an 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month timeframe.

Are you thinking about taking some time away from work while growing your family? Penn is here to help.

Penn’s New Paid Parental Leave Policy
WE SUPPORT YOUR GROWING FAMILY

Look inside to learn how the new Paid Parental Leave Policy can allow you time to spend with the newest members of your family.
Penn’s Paid Parental Leave Policy

The University of Pennsylvania is pleased to provide you with a new Paid Parental Leave Policy, effective September 1, 2018. The purpose of the new policy is to enable you to care for and bond with a newborn or newly adopted child. If eligible, you will receive up to a maximum of four weeks of paid parental leave following the birth or finalization of adoption of your child.

Who is Eligible?
The paid parental leave benefit is designed to be used for the purpose of caring for and bonding with a newborn or newly adopted child. If eligible, you will receive up to a maximum of four weeks of paid parental leave following the birth or finalization of adoption of your child.

Who is Eligible for Paid Parental Leave? How Parental Leave Works With Other Penn Benefits

**Who is Eligible?**

- You have given birth to a child;
- You are the biological, or spouse or partner of the biological parent, of the child; or
- You have adopted a child* who is 17-years-old or younger.
- You have given birth to a child
- You are the biological parent, or spouse or partner of the biological parent, of the child; or
- You have adopted a child who is 17-years-old or younger.

*An exception is made for adoption of a sibling by a step-parent or a stepparent of the stepchild.

In addition to the above criteria, in order to be eligible to receive this new paid parental leave benefit, you must meet one of the following criteria within the last 12 months:

- You have given birth to a child.
- You are married to or a partner of a person who has given birth to a child.
- You are the biological parent, or spouse or partner of the biological parent, of the child.
- You have adopted a child who is 17-years-old or younger.

In addition to the criteria above, in order to be eligible to receive this new paid parental leave benefit you must:

- Be a full-time faculty or staff member. Post-docs, part-time and temporary employees are not eligible.
- Have been employed by the University of Pennsylvania for at least 12 months immediately prior to the date the leave will begin.
- Have a full-time faculty or staff member. Post-docs, part-time and temporary employees are not eligible.

If both you and your partner are employees of the University at the time of the birth or finalization of adoption of your child, both of you are eligible for paid parental leave.

**What You’ll Receive**

If you meet the above requirements, you will receive a maximum of four weeks of paid parental leave following the birth or adoption of your child, to be taken in the 12-month time period immediately following that birth or finalization of adoption. You can take advantage of this benefit for each birth or adoption of your children, however, you are unable to receive more than four weeks of this type of leave in a rolling 12-month period, even if you have or adopt multiple children during that period.

In addition, here are a few other details about the paid parental leave benefit that you’ll want to note:

- During the time you are on leave, your pay will be compensated at 100% of your regular, straight-time pay, and will be received on regularly-scheduled pay dates.
- You must take paid parental leave in one, continuous period, which is to occur in the 12-month period immediately following the birth or finalization of adoption of your child. Your leave cannot extend beyond this 12-month period, and must be completed by your child’s first birthday or the one-year anniversary of the finalization of your child’s adoption.
- If you have a multiple birth or adoption, it will not increase the leave benefit. You will still be eligible for four weeks of paid parental leave.

**How Paid Parental Leave Works With Other Penn Benefits**

In addition to the paid parental leave benefit, you are also eligible for other types of leave when you have or adopt your child. We want to make sure you know how these different types of leave work together to provide time and space for you to bond with your newest family member.

**Who is Eligible for Paid Parental Leave? How Parental Leave Works With Other Penn Benefits**

**What’s Inside:**

- New Paid Parental Leave Policy
- How Parental Leave Works With Your Other Penn Benefits
- Frequently Asked Questions

In addition to this document, please review Penn’s Guide to Managing Life Events for additional information regarding benefits to help you navigate personal and professional transitions.

**The information contained in this brochure is intended to provide a brief summary of certain features of Penn’s benefit plans. The highlights in this guide are based on policies that govern the operation of the benefits. You can find more about this program and other important benefits information at www.upenn.edu.**

**Penn and the Family Medical Leave Act (FMLA)**

Penn provides a Family and Medical Leave (FMLA) Policy which is inclusive of 12 weeks of unpaid leave following the birth or finalization of adoption of your child. This leave must be taken during the 12-month period following the birth or adoption of your child.

Similar to the Paid Parental Leave Policy, to be eligible for FMLA, you must have been employed by Penn for 12 months and have worked at least 1250 hours in the 12-month period immediately preceding the request for leave.

Paid parental leave would reduce the amount of weeks you could take unpaid FMLA. So, for example, as shown in the graphic below, you could take four weeks of paid parental leave and then eight weeks of unpaid FMLA, totaling 12 weeks of time away from work.

If you elect to take your paid parental leave while you are already on an approved FMLA leave, the two will run concurrently. If you wish to take paid parental leave during a time when it will run separately from FMLA, you must make arrangements for timing and receive approval from your immediate supervisor or department chair, similar to Paid Time Off requests.

**Other Penn Policies**

It’s important to know that you still maintain all Penn benefits during the time you are on paid parental leave; in the same way that you would if you were taking another paid leave, such as paid vacation leave or paid sick leave.

In addition, please know that if any holidays occur while you are on leave, you will still extend the total paid parental leave you receive; nor will they result in additional pay for that day.

**How Paid Parental Leave Coordinates with…**

**Teamwork Helps the Policy Work**

Our faculty and staff are essential to work together to manage the needs of your department. By providing you ways to provide access to the new Paid Parental Leave Policy.

Penn diffuses, please encourage colleagues in the utilization of the new policy.

Encourage team members to talk to you about their plans to work together to ensure a smooth transition for your absence.

Working together, we can support Penn families in enjoying healthy lives. As part of the pay for your absence.

Supervisors, please support colleagues in their departments with our desire to work together to manage the needs of their departments. It’s important to know that you will maintain all Penn benefits during the time you are away on approved leave.

Penn is committed to helping build a healthy workforce and supporting Penn families in enjoying healthy lives. As part of our benefits and programs, we provide the opportunity for you to spend time away from work when you and your loved ones need it most. This document will give you an overview of Penn’s Paid Parental Leave Policy, including information on eligibility and how this benefit coordinates with other leave, like Family and Medical Leave (FMLA).

Penn provides a Family and Medical Leave (FMLA) Policy which is inclusive of 12 weeks of unpaid leave following the birth or finalization of adoption of your child. This leave must be taken during the 12-month period following the birth or adoption of your child.

You are able to utilize the paid parental leave and leave paid or unpaid as well. If you have any other paid leave, such as paid sick leave.

This will continue throughout the time you are away on approved leave.