



## Common Parental Leave Examples

1. **6 months of block leave:** Birth/Adoption/Foster Care/Guardianship happens July 2, 2018.
  - a. Employee takes 240 hours (6 weeks) of paid parental leave from 7/2/2018 – 8/13/2018.
  - b. Employee uses sick leave balance until balance is exhausted.
  - c. Employee uses annual leave balance until balance is exhausted.
  - d. Employee uses unpaid leave until the end of the 6-month parental leave period and returns to work on 1/2/2019.
2. **12 weeks of block leave followed by a period of intermittent leave:** Birth/Adoption/Foster Care/Guardianship happens July 2, 2018.
  - a. Employee takes 240 hours (6 weeks) of paid parental leave from 7/2/2018 – 8/13/2018.
  - b. Employee uses sick and annual leave balance for remainder of FMLA period until 9/24/2018.
  - c. Employee returns on a part time, intermittent schedule for 24 hours per week on Monday, Wednesday and Friday until 5/27/2019. Employee uses sick and annual leave if available, and uses unpaid leave in the event all paid leave is exhausted. The supervisor will need to approve the intermittent schedule.
3. **6 months of intermittent leave (for non-birth parents only):** Birth/Adoption/Foster Care/Guardianship happens July 2, 2018.
  - a. Employee and supervisor have agreed to a part time, intermittent schedule in which the employee works 24 hours per week on Monday, Wednesday and Friday from 7/2/2018 – 7/1/2019. Employee uses leave in the following order:
    - 240 hours paid parental leave
    - Sick leave up to accrued balance
    - Annual leave up to accrued balance
    - Unpaid leave

### Things to remember:

- Employees will continue to accrue sick and vacation leave while using the 6 weeks of paid parental leave.
- 6 months of parental leave = 26 weeks or 1040 hours of parental leave
  - For a 50% employee, 6 months of parental leave = 520 hours of parental leave
- 6 weeks of paid parental leave = 240 hours of paid parental leave.
  - For a 50% employee, 6 weeks of paid parental leave = 120 hours of paid parental leave
- 12 weeks of FMLA = 480 hours of FMLA
  - For a 50% employee, 12 weeks of FMLA = 240 hours of FMLA
- After the exhaustion of 480 hours FMLA, employees still have 560 hours of parental leave available.