

## **PARENTAL LEAVE PROGRAM – FREQUENTLY ASKED QUESTIONS**

### **Q. Is parental leave a bank of time?**

A. No, parental leave is not a bank of time. No donations can be received in advance of requests. The employee must meet the eligibility requirements in order to receive donated leave up to a maximum of 12 weeks (60 days) per calendar year once all earned leave is exhausted. When an eligible employee is in need of paid leave, the employee will submit the completed Request for Donations Form to the Director of Human Resources. An email will be sent out requesting donations. When donations are received, the forms are dated and stamped as first in and first used. Any donations above the amount needed will be returned to the donor.

### **Q. Who is receiving parental leave donations?**

A. Due to the confidentiality of medical information, once an employee meets the eligibility FMLA leave requirements and completes the Request to Receive Parental Leave, HR/Payroll cannot communicate or discuss the name of the employee requesting parental leave.

### **Q. How is donated leave applied to an employee?**

A. Employees complete a Parental Leave Donation Form and submit to Human Resources. The date and time is stamped when the donation forms are received in HR. The leave amounts are applied by first in, first used method.

### **Q. Which employees can donate leave?**

A. All full-time employees are eligible to donate earned unused vacation and/or sick leave.

### **Q. How many times can I donate to the Parental Leave Program?**

A. Employees can donate up to a maximum of five (5) days of earned unused vacation and/or sick leave in a 12-month calendar period. If you donated one (1) day this month, you can donate up to four (4) more days by the end of December to any additional requests.

### **Q. If I requested parental leave and met the eligibility requirements, how much paid leave can I receive?**

A. Depending on total donations received, an employee may receive donated leave up to a maximum of 12 weeks (60 days) per calendar year once all earned leave is exhausted.

### **Q. If I chose to donate time now, can I receive donated time in the future if I need it?**

A. If you opt to donate time now, and in the future you apply for parental FMLA leave, meet the eligibility requirements by using all of your accrued leave, you would be eligible to request donations for parental leave.

**Q. If I already donated the maximum allowable days to the Compassionate Leave Program this year, can I also donate time in response to a request for the Parental Leave Program?**

A. Yes! The Parental Leave Program is managed separately from the Compassionate Leave Program. Employees may opt to donate up to five (5) days to each program within the same year as long as the donor employee meets the eligibility requirements for each program. Likewise, eligible employees may potentially receive benefits from the Compassionate Leave and Parental Leave Programs within the same year as long as the employee qualifies for both programs.