

[UW System Administrative Policy 1221: Paid Parental Leave](#) provides Eligible Employees with up to 6 (six) weeks of paid time off following a qualifying birth or adoptive event to allow for time to bond with their new child, adjust to their new family situation, and balance personal obligations that result from a birth or adoptive event.

Universities of Wisconsin Office of Human Resources Responsibilities:

- Provide policy clarification (HR/Benefits administrators and Service Operations send questions to uwshr@wisconsin.edu).
- Provide policy support materials to assist institutions and employees.
- Review denied requests if submitted by an employee.
- Institution communication:
 - April 11, 2024 – HR Administrator call – introduction of new policy
 - May 23, 2024 – HR Administrator call – policy overview
 - June 20, 2024 – HR Administrator call – reminders
- Employee communications:
 - Week of May 27, 2024 – Portal article – overview of policy and benefit available
- Develop and update [Paid Parental Leave web page](#) with overview of program, FAQ, form, link to web page in employee communications.
- Universities of Wisconsin Leadership communication
- Chief Human Resources Officer / Human Resources Director communication
- Joint Governance communication

Institution Responsibilities:

- [Benefits Administrators](#):
 - Answer general questions (eligibility, time allowed, referring employee to HR/leave administrator for specific questions about coordination with FMLA/WFMLA) about Paid Parental Leave
 - Answer benefit related questions from employees about Paid Parental Leave.
 - Coordinate with HR/leave administrator as needed.
- [HR/Leave Administrators](#):
 - Answer employee questions about Paid Parental Leave and FMLA/WFMLA coordination.
 - Upon receipt of a Paid Parental Leave Form submitted by an employee verify eligibility. Review eligibility requirements outlined in Section E of the form at the time the form is submitted to confirm if the employee is eligible for Paid Parental Leave.
 - If the employee is eligible review the form to make sure employee required sections on the form are complete (Sections A, B, C (all information except actual dates if qualifying event has not passed), and D.
 - If all sections are not complete work with the employee to get the form in good order.
 - If the employee is not eligible deny the request and communicate decision with the employee.
 - Hold submitted forms until the employee's qualifying event.
 - Upon notification from the employee or proactive reach out to the employee that the qualifying event has occurred:
 - Verify employee remains eligible for Paid Parental Leave as of the date of the event.
 - Collect required documentation:

- Copies of documentation are acceptable including receiving digitally or via fax.
- Forms of documentation may include: a health care certification from a medical doctor, a birth certificate (congratulatory birth certificate from hospital is acceptable), a certified copy of an adoption order listing the eligible employee as a parent, a certified copy of a foreign adoption order registered in the State of Wisconsin, or a comparable official or professional documentation.
 - Complete Section E (confirm eligibility and sign) and Section F, if applicable.
- Approval or denial decision based on policy provisions for Paid Parental Leave is made by institution HR/leave administrators.
- Submit Paid Parental Leave Form to serviceoperations@support.wisconsin.edu. *Required documentation is not submitted to Service Operations.* For audit purposes institution HR/leave administrator keeps a copy of the Paid Parental Leave Form and required documentation in a file separate from the employees personnel file and benefits file.
- If the employee's qualifying event has extenuating circumstances (e.g. unexpected premature birth, travel issues related to a foreign adoption) the completed Paid Parental Request Form can be submitted to Service Operations prior to receipt of the required documentation in order to facilitate the employee receiving Paid Parental Leave timely. After the employee's extenuating circumstance has settled the required documentation must be collected.
- HR system updates:
 - If the employee is eligible for Family and Medical Leave (FMLA) or Wisconsin Family and Medical Leave Act (WFMLA) update the HR system job data with the correct action-reason:
 - PLA-FMLA-Continuous
 - PLA-Intermittent
 - If the employee is not eligible for Family and Medical Leave (FMLA or Wisconsin Family and Medical Leave Act (WFMLA) update the HR system job data with the correct action-reason:
 - PLA-Medical
 - PLA-Medical-Intermittent
 - Employee's job data leave of absence action-reason may need to be updated periodically to reflect the employee's status. For example if the employee changed to using Paid Parental Leave intermittently or after their Paid Parental Leave is exhausted and they are still on a leave of absence and it is unpaid or the employee does not have any more FMLA or WFMLA available.

UW-Shared Services, Service Operations Responsibilities:

- Review submitted Paid Parental Leave Forms
 - Confirm employee eligibility based on policy provisions.
 - Confirm HR/leave representative signing the form is valid.
 - If the form is in good order and the leave is entered in Job Data enter the Paid Parental Leave start date in HR system.

Paid Parental Leave

HR Administrator Processes

- If the form is not in good order or the leave is not entered in Job Data work with institution HR/leave administrator on issues. Institution HR/leave administrator works with the employee on any issues identified.
- Provide confirmation email to the employee that the Paid Parental Leave balance has been entered. Confirmation email includes operational support materials to assist the employee.
- Answer employee questions related to Paid Parental Leave balances and data entry questions (all institutions except Madison).
- Develop and update operational support materials to assist employees.
- Configure HR system.
- Reporting