The Parental Leave Guidebook supports Lewis-Clark State College’s (LCSC) interest in recruiting and retaining the best employees and is designed to help faculty and staff better understand college policies, procedures and philosophy as they relate to pregnancy, childbirth, adoption, and foster care. The information contained in the guidebook is meant to be explanatory, and does not replace current policies, which are found at the Human Resources website at www.lcsc.edu/hr.
The guidebook begins with providing information about all types of parental leaves (maternity, paternity, adoption, and foster care). It then details adding your child to the medical benefits as well as tax considerations.

**Issues Specific to Faculty**

Faculty members who have been employed for at least 12 months are eligible for Family and Medical Leave. You may use sick leave, vacation (applies only to faculty on 12 month appointments), or unpaid leave.

**Modifying Your Schedule**

The initial time demands of a new addition to your family may in some cases be accommodated by a rearrangement of your academic duties in place of taking a leave or in conjunction with one. Any request to modify your schedule must be discussed with and approved by your Division Chair and Dean. Requests are reviewed on a case-by-case basis.

**Parental Leave**

LCSC provides parental leave to male and female faculty and staff. Whether you are taking leave for maternity, paternity, or adoption, our leave policies provide you several options for paid or unpaid time off as permitted by Family and Medical Leave.

**Family and Medical Leave**

The Family and Medical Leave Act (FMLA) is a federal law which entitles eligible employees to twelve weeks of leave in a 12-month period for:

a. the birth of a child and to care for the newborn child within one year of birth;
b. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
c. to care for the employee’s spouse, child, or parent who has a serious health condition;
d. a serious health condition that makes the employee unable to perform the essential functions of his or her job;
e. any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty”

**Family and Medical Leave (FML) allows you to take time off for childbirth, adoption or foster care placement.** You are eligible for Family and Medical Leave if you:

- have been employed with LCSC for at least 12 months, and
- have worked 1040 hours in the previous 12 months, and
- are having a baby or having a child placed in your home for adoption or foster care

For full-time employees, FML entitles you to take 12 weeks of job protected leave within a rolling 12-month period. If you have already used FML time in the previous 12-month period, you will be eligible for only the remainder of the 12-week balance that you have not used. Part-time employees are eligible for 12 prorated weeks, prorated based on the number of hours regularly worked each week.

FML may be taken as paid leave or unpaid leave per policy requirements. To take FML as paid leave you must use your accrued sick leave and/or vacation leave.
FAQ’s

How do I request a leave and what forms do I need to complete?
Once you know the projected due date, you should notify your supervisor of approximately when you will be off work and for how long. Once the date is confirmed, you will need to:

- Complete the FMLA Leave Request Form, obtain the signature of your supervisor and provide the completed document to HRS.
- **(Maternal)** A Certification of Health Care Provider for Employee’s Serious Health Condition is also needed for FML. This form is available via the provided link. Once your completed forms are returned, HRS will provide information about your FML eligibility and FML rights.
- **(Paternal)** A Certification of Health Care Provider for Family Member’s Serious Health Condition is also needed for FML. This form is available via the provided link. Once your completed forms are returned, HRS will provide information about your FML eligibility and FML rights.
- Plan on providing status reports to your supervisor and expected return to work date.

What must I do to return to work from leave?

The amount of leave to be taken should be discussed and agreed upon with your supervisor before the event. Following the birth, confirm with your supervisor the exact date of your return.

I am a new father, adoptive parent, or foster parent. How much leave time am I entitled to and how will I be compensated?

New fathers and adoptive parents, who are employed full-time and who have completed one year of service are eligible for FMLA and may use any of their accumulated sick or vacation leave (if applicable) to be paid up to the full 12 weeks of FML. Any unpaid leave may have an effect on your benefits. It is recommended that you contact your Human Resource Services department before your leave begins.

If I qualify for FML, can I divide up my 12 weeks of leave? For example, I would like to take one week right after the birth/adoption and then take two additional weeks several months later.

If you qualify for FML, you may divide up your total 12 weeks within the first year after the birth, adoption or foster care placement of your child. If you would like to take your remaining FML allotment beyond the first 12 weeks, you should negotiate this with your supervisor in a timely manner.

How do I accrue sick leave?

Sick leave accrues at the rate of .04615 x hours worked per pay period and accrues without limit.

Am I able to donate my sick and/or vacation leave to other employees?

State employees may donate accrued vacation leave to an eligible State employee for use as paid sick leave. [Ref. Idaho Code 67-5334(g)]. Accrued sick leave may not be donated to other employees.

How does using sick leave affect what I am due upon retirement?

As an employee of the State of Idaho you may be able to arrange for a portion of your unused sick leave to be used to pay premiums on employer maintained medical insurance. The ability to use unused sick leave to pay premiums is controlled by statute (Idaho Code, sections 67-5333, 33-2109A and 33-1228); however, retiring with unused sick leave does not automatically mean you are eligible for insurance coverage itself, including
retiree health coverage. Contact Human Resource Services to find out if you are eligible for retiree insurance which qualifies for payment using unused sick leave.

**Adding a Child to your Health Plan**

You have (60) days following the birth, adoption or placement to add the child to your medical, dental, vision, and life insurance plans. It is your responsibility to initiate the process of adding your child to your health coverage. You can do this online via [http://www.sco.idaho.gov/](http://www.sco.idaho.gov/) and clicking on “Employee Self-Service”.

Once the online enrollment form is completed and received by Blue Cross, the family status change will cover medical expenses per plan guidelines back to the qualifying event date.

Employees who enroll dependents in any of the state’s medical plans are required to provide documentation that those dependents meet the eligibility criteria for coverage. HMS Employer Solutions is the company which conducts the verifications. Once your dependent is added to your coverage you will receive an email from HMS Employer Solutions and it will have detailed instructions on what you need to do to complete the program requirements. If you have any questions, please visit the *Frequently Asking Questions* on the Office of Group Insurance website at [http://ogi.idaho.gov/employees](http://ogi.idaho.gov/employees) in the Benefit News section under tab Dependent Eligibility Verification.

**Tax Considerations**

You may want to consider changing the exemptions on your tax form (W-4 Form). Contact your Payroll Department for the proper paperwork if you are interested in making a change.