

Employee Packet for Expectant Parents

Applicable to Indiana State Government Employees

Prepared by the:
Indiana State Personnel Department

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Personnel Department

Introduction

Expecting a new addition to your family? Congratulations!

If you are expecting a new addition to your family, whether biological or adoptive or foster care, you may need time away from work to welcome this new addition to your family! There are several things to do prior to and after your new addition's arrival and your return to work. The information below provides a timeline to assist you every step of the way.

DISCLAIMER

The material contained in this handbook/packet is intended to be advisory in nature. It does not create any rights not otherwise conferred upon state employees by Indiana statute, executive order, or administrative rules. Similarly, it does not impose any obligation upon any state agency, supervisor, or any other state representative not otherwise mandated by applicable law.



Topics

- Health Care Coverage: Considerations & Requirements**
- Planning Your Absence**
- Leaves Available during Pregnancy or upon Childbirth**
- Leaves Available for Adoption**
- Leaves Available for Foster Care**
- Reporting Leaves in Timekeeping Systems**
- Returning to Work**



Health Care Coverage: Considerations & Requirements

Review your insurance plans

- <https://www.in.gov/spd/benefits/>
- Check your Tier One, in-network options for most cost savings

Adding Dependent to Your Health Care Plans

- New dependents must be added **within 30 calendar days** of the qualifying event.
- Employees enrolled in plans sponsored by INSPD (Indiana State Personnel Department)
 - Log in to the [Indiana State Employee Portal](#)
 - Follow this path: *PS/ESS > Benefit Details > Life Events*
 - Select correct option
 - I had a baby
 - I adopted or gained legal custody/guardianship of a child
 - Enter the effective date of the birth, adoption, or custody
 - Select Start Life Event button and follow the guidance
 - Documentation of the birth, adoption, or legal custody/guardianship is required.

Contact SPD-Benefits Team with questions: 1.855.773.4647, Option 1



Planning Your Absence

Discuss with your supervisor

- Any adjustments to deadlines or assignments necessary to complete duties prior to your absence, and
- Plans for cross-training coworkers to cover your duties during your absence.

Discuss with your agency's HR Office

- Anticipated dates of absence
- Need, if any, for accommodations during your pregnancy
- Information about the location and availability of lactation rooms if you plan to express milk for your newborn

Familiarize yourself with the leave policies:

- <https://www.in.gov/spd/policies-and-procedures/standardized-policies/>
- What are the state leave policies, and which ones might apply to me?
- Obtain documentation supporting each type of leave.
- Medical
- Legal (adoption or foster care)
- Upon birth of your child, a copy of the Birth Confirmation Form
- Request appropriate leaves & comply with notice and other requirements.
- Contact SPD-Employee Relations Team with questions: 1.855.773.4647, Option 4



Available Leaves

Pregnancy & Childbirth

- **S/LTD** (Short-& Long-Term Disability)
- **FML** (Family-Medical Leave)
- **NPL** (New Parent Leave)
- **CRL** (Childbirth Recovery Leave)

Adoption

- **FML** (Family-Medical Leave)
- **NPL** (New Parent Leave)

Foster Care

- **FML** (Family-Medical Leave)
- **NPL** (New Parent Leave)



Eligibility

S/LTD	<ul style="list-style-type: none">• 6-months' consecutive, active full-time employment• Incapacity from performing duties anticipated to last more than 30 calendar days
FML	<ul style="list-style-type: none">• 12-months' employment• 1250 hours worked• FY (Fiscal Year: July 1 – June 30) allotment not exhausted
NPL	<ul style="list-style-type: none">• Upon hire• Expires 6-months after child arrives
CRL	<ul style="list-style-type: none">• Upon hire• Expires 6 or 8 weeks after employee gives birth



Duration

S/LTD	<ul style="list-style-type: none">Length of birthing parent's incapacity due to any complications during the pregnancy or after childbirth lasting more than 30 consecutive days and not covered by CRL.
FML	<ul style="list-style-type: none">12-weeks per FY (fiscal year) total for all qualifying events occurring in that FY
NPL	<ul style="list-style-type: none">150 hours for full-time employees75 hours for part-time employeesExpires 6-months after child arrives
CRL	<ul style="list-style-type: none">6 weeks beginning with a vaginal birth8 weeks beginning a C-section birth



Paid or Unpaid

S/LTD	<ul style="list-style-type: none">• Partially paid• 30-day elimination period & Application with supporting documentation required• Payments at 60%, 80%, or 100% depending on use of available accrued leaves
FML	<ul style="list-style-type: none">• Unpaid• But if use accrued or other paid leave concurrently, time will be paid.
NPL	<ul style="list-style-type: none">• Paid
CRL	<ul style="list-style-type: none">• Paid



Illustrations of Concurrent Leaves

Leaves Available for Full-time Parent Giving Birth													
Vaginal Delivery		For eligible employees FML applies to entire absence and is unpaid unless a paid leave is available.											
		Paid CRL											
S/LTD for any pregnancy complications lasting >30 days								FML Bonding/Parenting: Paid with use of Accrued Leaves &/or NPL					
								Paid NPL is available for 6 months after delivery					
C-section Delivery		For eligible employees FML applies to entire absence and is unpaid unless a paid leave is available.											
		Paid CRL											
S/LTD for any pregnancy complications lasting >30 days								FML Bonding/Parenting: Paid with use of Accrued Leaves &/or NPL					
								Paid NPL is available for 6 months after delivery					
Weeks:	0		2		4		6		8		10	12	

Leaves Available for Spouse of a Parent Giving Birth													
		For eligible employees FML applies to entire absence (caring for birthing spouse's recovery and bonding with newborn) and is unpaid unless a paid leave is available.											
Date Child Arrives		Paid NPL is available for 6 months after delivery											

Leaves Available for Parent (not a Spouse) Who Did Not Give Birth													
Accrued Leaves (Sick, Vacation, or Personal) are available.													
Date Child Arrives		Paid NPL is available for 6 months after delivery											

Leaves Available for Adoptive Parents													
For eligible employees FML applies to entire absence and is unpaid unless a paid leave is available.													
For eligible employees FML is available prior to Child's Arrival for time spent on home studies, legal and other matters related to obtaining adoption placement.													
Date Child Arrives		Paid NPL is available for 6 months after delivery											

Leave Available for Foster Care Parents											
For eligible employees FML applies to entire absence and is unpaid unless a paid leave is available.											
For eligible employees FML is available prior to Child's Arrival for time spent on home studies, legal and other matters related to obtaining foster care placement.											

Illustrations of Concurrent Leaves Cont.

Leaves Available for Spouse of a Parent Giving Birth

For eligible employees FML applies to entire absence (caring for birthing spouse during pregnancy and childbirth recovery and bonding with newborn) and is unpaid unless a paid leave is available.

Date Child Arrives	Paid NPL is available for 6 months after delivery.*
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Leaves Available for Parent (not a Spouse) Who Did Not Give Birth

For eligible employees FML to bond with their child applies after child is born and is unpaid unless a paid leave is available for concurrent use.

Date Child Arrives	Paid NPL is available for 6 months after delivery.*
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Leaves Available for Adoptive Parents

For eligible employees FML applies to entire absence and is unpaid unless a paid leave is available.

For eligible employees FML is available prior to Child's Arrival for time spent on home studies, legal and other matters related to obtaining adoption placement.

Date Child Arrives	Paid NPL is available for 6 months after child is placed.*
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Leave Available for Foster Care Parents

For eligible employees FML applies to entire absence and is unpaid unless a paid leave is available.

For eligible employees FML is available prior to Child's Arrival for time spent on home studies, legal and other matters related to obtaining foster care placement.

Date Child Arrives	Paid NPL is available for 6 months after is placed.*
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Weeks:	0	2	4	6	8	10	12
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*NPL is limited to 150 (FT) or 75 (PT) hours in a calendar year regardless the number of births, adoptions or foster care placements.

Requesting Leaves – S/LTD (Short- and Long-Term Disability)

When?

Request if there are medical complications that incapacitate you completely from performing any job duties for more than 30 consecutive calendar days, either

- during pregnancy, such as bed rest, or
- if medical incapacity is extended beyond routine childbirth recovery.

Why

- S/LTD provides partial payment for an employee's absence if incapacitated from their job duties.
- Childbirth Recovery Leave does not apply during pregnancy and does not last beyond the routine 6 or 8 weeks' recovery period.

Where

- JWF Specialty Company

<https://www.jwfspecialty.com/applications-forms/>

Phone: Tollfree at 1.888.818.7795 or Local at 317.574.7876

Fax: 1.866.893.4674

Mailing Address: PO Box 40968, Indianapolis, IN 46240



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Requesting Leaves – CRL (Childbirth Recovery Leave)

When?

- Upon giving birth to a child

Why

- Available based only on actual date of birth or adoption and submission of supporting documentation identifying the type of delivery; therefore, CRL cannot be requested in advance.
- Provides 100% payment for 6 or 8 weeks, depending upon type of delivery, even if that delivery results in a stillbirth.
- This medical leave is a substitute for partially-paid benefits under S/LTD.

Where

- Log in to the Indiana State Employee Portal
- Follow this path: PS/ESS > Time > Extended Absence Request



Leave after CRL

- Continuing leave after the end of Childbirth Recovery Leave depends on the availability of these leaves:
 - NPL hours
 - FML hours
 - Accrued Leaves (Sick, Vacation, Personal)
 - Earned Comp Time
- Full-time employees who experience complications which incapacitate them beyond the usual 6 or 8 weeks of childbirth recovery and apply for S/LTD may continue leave under that plan.
- If you do not have any hours of those leaves remaining or the S/LTD plan does not apply to your situation, then you must return to work on the next scheduled workday.

Reporting Leaves in Timekeeping Systems

S/LTD	<ul style="list-style-type: none">Employee's responsibility to submit application to JWF in timely manner and make correct entries for use of accrued leaves and/or FML during elimination periodNo timesheet entries nor absence requests during benefits period. JWF handles payments through interface.
FML	<ul style="list-style-type: none">Employee's responsibility to apply for coverage due to pregnancy, adoption, or foster care.Absences for FML reasons must be entered with FML codes: FML Unpaid, FML w/ [paid leave].
NPL	<ul style="list-style-type: none">Employee's responsibility to enter usage (alone or NPL w/ FML) if not using immediately consecutive to CRL or if employee isn't parent giving birth or is adoptive or foster parent.If employee is parent giving birth and notifies administrator of intent to use NPL consecutively after CRL, administrator will enter absence requests for full 10 or 12 weeks of CRL + NPL.
CRL	<ul style="list-style-type: none">Upon childbirth, employee responsible to submit required information and documentationUpon approval of available leaves, administrator will enter absence requests covering 6 or 8 weeks of CRL.



Timesheets & Absence or Time-Off Requests

After receiving approval for the FML or NPL request you entered in *PS/ESS > Time > Extended Absence Request*, then for each use of those leave hours, you must take the following steps*:

- Navigate to *PS/ESS > Time > Extended Absence Request*
- Select the approved FML or NPL row applicable to this child's arrival
 - For FML, you must enter the **FML Request ID#**, found in the **FMLA Details** section of the screen.
- Select the **Add absence** button
- Select the correct **Absence Name**
- Enter **Start Date** and **End Date**
- Select **Check Eligibility** button, then the **OK** button
- Use the **Add Attachments** button to upload supporting documentation
- Confirm the accuracy of the information in all fields, then select the **Submit** button.

* If assigned to the UKG Timekeeping System: Initial Requests must be entered in PS; however, Time Off Requests are entered through the UKG My Time Off Request Tile. FML Request ID# must be entered as Comment in TRO for FML.



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Returning to Work

- Parents Giving Birth
 - Submit to your supervisor and agency HR staff a statement from your health care provider releasing you to return to work after your incapacity ends. If you required S/LTD, must submit work release to JWF, too.
 - Schedule a meeting with your supervisor to discuss duties, changes in policy or procedure, and other matters to get back up to speed on business operations.
- Parents Not Giving Birth, Spouses, Adoptive or Foster Parents
 - Schedule a meeting with your supervisor to discuss duties, changes in policy or procedure, and other matters to get back up to speed on business operations.
- All New Parents
 - Use available resources to get acclimated to your new life
 - Optum EAP at 1.800.886.9747 or www.liveandworkwell.com (Access Code: Indiana). There's also an app for that in the App Store and Google Play.
 - Child Care Finder: www.in.gov/fssa/childcarefinder
 - Post Adoption Service: <https://www.indianaadoptionprogram.org/pas>
 - Day Early Learning at Indiana Government Center: www.dayearlylearning.org/locations/state-government-center
 - Lactation support upon return to work: <https://www.in.gov/spd/employee-resources/support-for-lactating-parents/>
 - Share photos!

* If assigned to the UKG Timekeeping System: Initial Requests must be entered in PS; however, Time Off Requests are entered through the UKG My Time Off Request Tile. FML Request ID# must be entered as Comment in TRO for FML.



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Congratulations!

Still have questions? Contact

- 1.855.773.4647, Option 1 for Health Care Benefits information
- 1.855.773.4647, Option 4 for information on leaves
- 1.888.818.7795 for information about your S/LTD claim



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