




Policy Title	<b>Childbirth Recovery Leave</b>
Effective Date	July 1, 2025
Supersedes	New
Approval	 Matthew A. Brown State Personnel Director
References	EO 25-34 31 IAC 5-1-1 31 IAC 5-8-6 31 IAC 5-9-1, et seq. Family-Medical Leave Policy New Parent Leave Policy Reasonable Accommodations Arising Out of Pregnancy, Childbirth, or Related Medical Conditions Policy Time Reporting Policy

## PURPOSE

This policy's purpose is to provide paid leave to employees recovering from childbirth.

## SCOPE

This policy applies to all agencies under the authority of the Governor and Lieutenant Governor and their full-time or part-time employees who give birth.

## POLICY STATEMENT

It is the policy of the State of Indiana that giving birth to a child is a major medical event requiring time to recover without loss of employment or wages. To facilitate recovery, employees who give birth are eligible for paid leave up to six or eight weeks, depending upon the type of delivery.

## DEFINITIONS

Eligible employee means a full-time or part-time employee of an executive branch state agency who gives birth to a child. The term does not apply to candidates who have been selected or presented with contingent offers but who have not yet performed any work or attended required training sessions prior to the date of the birth.

Fetal Death occurs after gestation of twenty (20) weeks or more.

Week means seven consecutive calendar days starting on the date an Eligible Employee gives birth to a child.

## **ELIGIBILITY**

Employees are eligible for this leave upon giving birth on or after March 3, 2025, when employed by an executive branch state agency. The length of the leave is six weeks after a vaginal birth or eight weeks after a birth by C-section, even in cases of Fetal Death. The leave must be used consecutively and continuously starting on the date the childbirth occurs. It runs concurrently with FML (Family-Medical Leave) for eligible employees and is in lieu of benefit payments under the State's S/LTD (Short- and Long-Term Disability) Plan for this purpose.

This leave is in addition to any NPL (New Parent Leave) the employee is eligible to receive.

## **RESPONSIBILITIES**

Employees are responsible for:

- Notifying supervisor and HR representatives that a birth is anticipated and an estimated time frame;
- Applying for all available, appropriate leaves in a timely manner and providing the required supporting documentation;
- Using the appropriate leave and not using more leave than is authorized; and
- Designating absences correctly in their assigned timekeeping system.

Supervisors are responsible for:

- Reviewing and verifying each employee's timesheet entries for accuracy prior to approving the entries in the assigned timekeeping system within payroll processing deadlines;
- Notifying all direct reports of the types of leaves that might apply to absences due to childbirth; and
- Ensuring work is completed during the employee's absence by proper planning, cross training, and related management techniques.

## **PROCEDURES**

During pregnancy

FML may be requested by eligible employees for absences due to prenatal care or visits to health care providers and to cover episodes of incapacity such as morning sickness or bed rest.

S/LTD application is required if a complication renders the pregnant employee incapable of performing any duties for more than 30 consecutive days.

Upon childbirth (but not prior to date of delivery)

Log in to the [Indiana State Employee Portal](#)

Follow this path: *PS/ESS > Time > Extended Absence Request*

Select the + to add a new request.

Select the Absence Type “Childbirth Recovery Leave”.

Complete the required fields.

Select OK and Submit.

The SPD Employee Relations Team will then enter the necessary requests into PS so you need not worry about timesheets or absence requests during a continuous leave.

*\*If your agency does not use SPD for HR services, send this information to your agency’s HR Director instead.*

No application to S/LTD is required to cover recovery time after childbirth unless a complication arises. S/LTD remains available to eligible employees during pregnancy if complications arise which prevent the employee from performing the essential functions of their job for more than 30 consecutive days prior to childbirth or if a complication arises after childbirth that would require more leave beyond the end of CRL.

## **FORMS & RESOURCES**

[Confirmation of the Type of Childbirth Delivery for Indiana State Employees](#)

[FAQs](#)

[Additions to Your Family Webpage](#)

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