

# Employee Packet for Expectant Parents

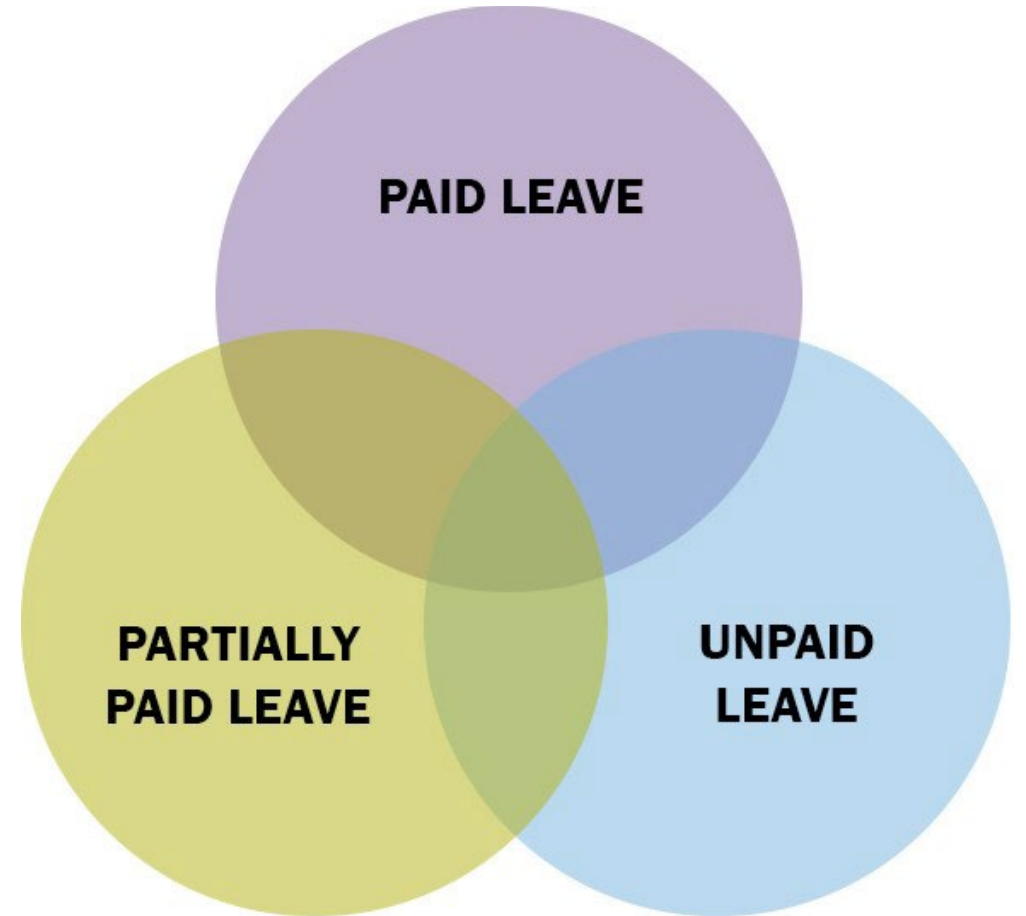
Applicable to State of Indiana State  
Government Employees



**Indiana State**  
**Personnel Department**

# Table of Contents

- Introduction
- Available Leaves
- FML (Family-Medical Leave)
- NPL (New Parent Leave)
- S/LTD (Short- and Long-Term Disability)
- CRL (Childbirth Recovery Leave)
- Concurrent Use of Leaves
- Requesting Leaves
- Timesheets, Absence or Time Off Requests
- Returning to Work



# 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.*



# Expectant Parent Checklist: Prior to the child's arrival

## ✓ 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.

## ✓ Review your insurance plans.

- Check your Tier One, in-network options for most cost savings.
- New dependents must be added within 30 calendar days of the qualifying event.
- Contact SPD-Benefits Team with questions: 1.855.773.4647, Option 1.

## ✓ Discuss with your supervisor plans for cross-training coworkers to cover your duties during your absence.



# Available Leaves

## Birth

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

## Adoption

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

## Foster Care

- FML (Family-Medical Leave)



# Eligibility

## Family Medical Leave (FML):

- 12-months' employment
- 1250 hours worked
- FY allotment not exhausted

## New Parent Leave (NPL)

- Upon hire
- Expires 6-months after child arrives

## Short/Long Term Disability

- 6-months' consecutive, active employment

## Childbirth Recovery Leave

- Upon hire
- Expires 6-months after child arrives



# Duration

## Family Medical Leave (FML):

- 12-weeks per FY (fiscal year).

## New Parent Leave (NPL):

- 150 hours for full-time employees.
- 75 hours for part-time employees.

## Short/Long Term Disability:

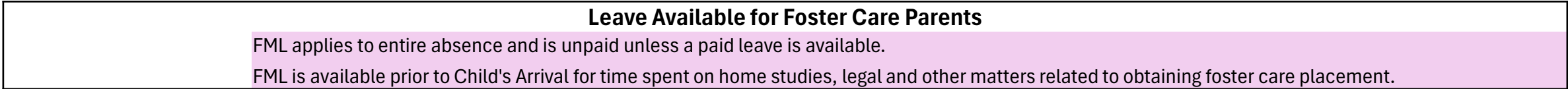
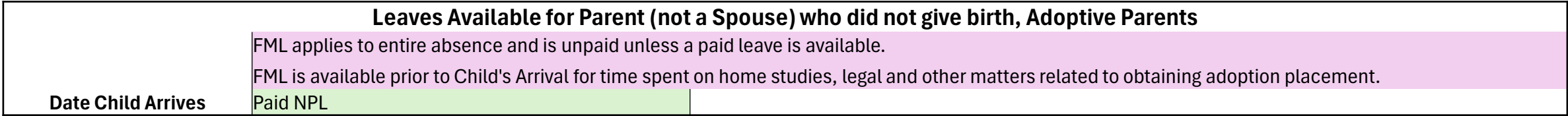
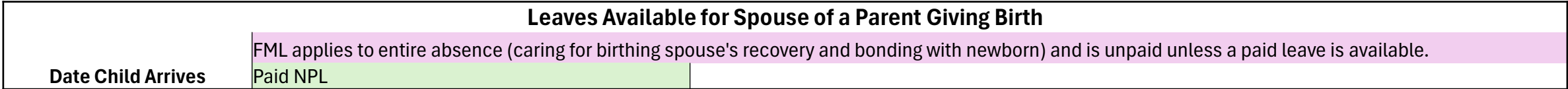
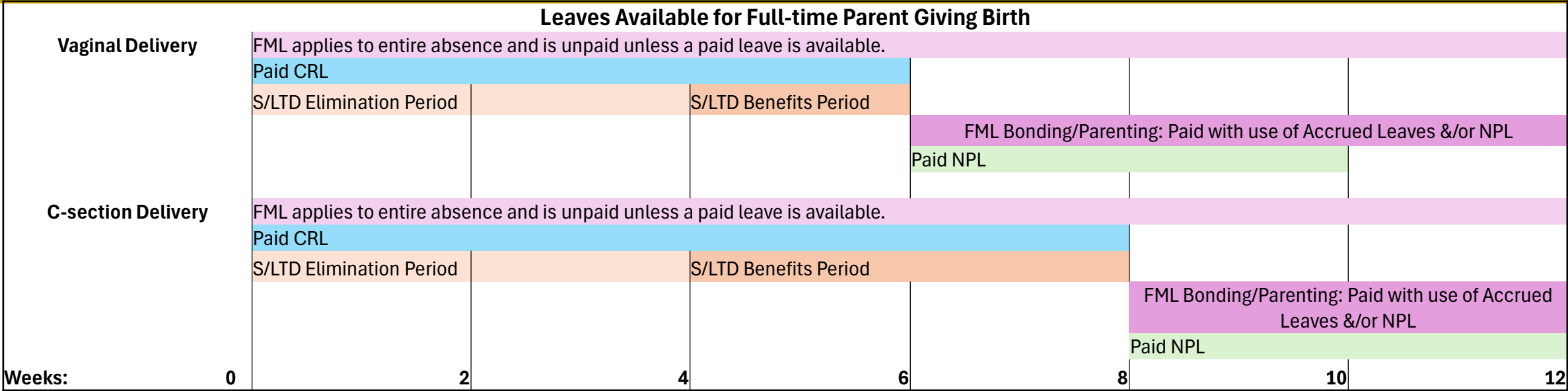
- Length of birthing parent's incapacity due to pregnancy or childbirth.

## Childbirth Recovery Leave:

- Length of birthing parent's incapacity after childbirth.



# Illustration of Concurrent Leaves





# Requesting Leaves – FML (Family-Medical Leave)

## When?

- Request as early in the pregnancy as possible or upon reaching eligibility, whichever occurs first.
- Request as soon as you have activities related to an adoption or foster care placement that require your absence from work

## Why?

- Available during pregnancy to attend appointments, procedures or tests, and for incapacities.
- Available during processes required to obtain the placement of a child through adoption or foster care.

## Where?

- Log in to the [Indiana State Employee Portal](#)
- Follow this path: *PS/ESS > Time > Extended Absence Request*



# Requesting Leaves – NPL (New Parent Leave)

## When?

- Upon the birth of your child
- Upon court order placing child with you for adoption

## Why?

- Available based only on actual date of birth or adoption and submission of supporting documentation; therefore, NPL cannot be requested in advance.

## Where?

- Log in to the [Indiana State Employee Portal](#)
- Follow this path: *PS/ESS > Time > Extended Absence Request*



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

## When?

- Request as early in the pregnancy as possible.

## Why?

- In case complications, for example bed rest, cause a longer term incapacity prior to childbirth.
- One less thing to worry about as you approach your delivery date.

## 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
- Promptly after a birth, you must contact JWF to confirm date and type of delivery.

# Requesting Leaves – CRL (Childbirth Recovery Leave)

## When?

- Upon the birth of your child on or after March 3, 2025

## 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, through Option 3 of the S/LTD for eligible employees.
- Provides 100% payment for 6 or 8 weeks, depending upon type of delivery, for employees giving birth but not eligible for S/LTD.

## Where?

- Log in to the [Indiana State Employee Portal](#)
- Follow this path: *PS/ESS > Time > Extended Absence Request*



# Timesheets & Absence or Time-Off Requests

**The first 30 calendar days after childbirth are the Elimination Period**

- Timesheet entries required for each workday during the Elimination Period.
- Employees eligible and approved for FML must request extended absences (see next page) using the “FML w/CRL” code.
  - Managers do not have access to enter extended absence requests on behalf of employees using the PS system.
  - Managers in UKG system do have access to enter FML, NPL, and CRL on behalf of employees.
- Employees giving birth who are eligible and approved for S/LTD must use CRL during the Elimination and Benefits Periods and select Option 3 on the Options Statement submitted as part of your application to JWF as a disability claim.

**Entries on timesheets are prohibited while receiving benefits under the S/LTD plan.**

- Benefits Period begins on the 31<sup>st</sup> day after the incapacity began.
- Benefits are paid during weeks 5-6 after a vaginal delivery and during weeks 5-8 after a C-section delivery.
- Leave accruals are inhibited during the Benefits Period.

**Timesheet entries & Absence or Time-Off Requests resume after the end of the S/LTD Benefits Period.**

# Timesheets & Absence or Time-Off Requests cont.

After receiving approval for the FML, NPL, or CRL 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, NPL, or CRL 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.*

# Leave after S/LTD

Continuing leave after the end of the S/LTD Benefits Period depends on the availability of these leaves:

- Accrued Leaves (Sick, Vacation, Personal)
- Earned Comp Time
- FML hours
- NPL hours

If you do not have any hours of those leaves remaining, you must return to work.



# Returning to Work

## Parents Giving Birth

- Submit to your supervisor, agency HR staff, and JWF a statement from your health care provider releasing you to return to work after your incapacity ends.
- 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](http://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](http://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](http://www.dayearlylearning.org/locations/state-government-center)
- Share photos!





# 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

