



OAG NEW PARENT LEAVE POLICY

Effective Date: April 1, 2020

PURPOSE:

The purpose of this policy is to provide additional paid leave to employees, so they can spend time with their newborn child or a child placed for adoption.

EMPLOYEE ELIGIBILITY:

This policy applies to full-time and part-time employees who have been employed for six (6) consecutive months or more in permanent positions in state service:

- (1) Upon the birth of the employee's child on or after April 1, 2020;
- (2) Upon the birth of a child to the employee's spouse on or after April 1, 2020; or
- (3) Upon the placement of a child for adoption with the employee on or after April 1, 2020.

POLICY STATEMENT:

It is the policy of the State of Indiana that the birth or adoption of a child is an important event where the family benefits from time spent together without concern for loss of employment or wages.

DEFINITIONS:

Child means an infant newly born to the employee or employee's spouse or a minor child placed for adoption with the employee.

Placement for adoption means the order:

- (1) Granting custody pending adoption; or
- (2) Issuing a domestic or international decree or certificate of adoption;

whichever occurs first. Placement for adoption does not include time spent fostering a child prior to the issuance of a decree of adoption nor the adoption of step-children by a step-parent. For these examples, employees who need to take a leave of absence should refer to the OAG Family and Medical Leave Policy.

Spouse means a legally married husband or wife.

POLICY DETAILS:

Full-time eligible employees may request and receive up to 300 hours of paid leave upon the birth of their child or upon the placement of a child with the employee for adoption. Part-time eligible employees may request up to 150 hours of paid leave.

Any new parent leave is forfeited, if not taken:

- (1) within six (6) months after the birth or placement for adoption; or

- (2) prior to separation from employment in state service.

This leave will run concurrently with family-medical leave (FML) for eligible employees who are charged FML for absences due to childbirth or parenting. After required use of available sick leave (or earned compensatory time for employees with compensatory time), employees may choose to use available new parent, vacation, or personal leave if they want to receive compensation during the FML absence.

RESPONSIBILITIES:

Employees are responsible for:

- Notifying their supervisor and Human Resources that a birth or placement for adoption is anticipated and an estimated time frame and requesting the OAG New Parent Leave Application;
- Submitting a completed OAG New Parent Leave Application to Human Resources
- Submitting supporting documentation, such as a birth announcement, confirmation from a doctor/hospital/governmental entity, or record placing the child with the employee for adoption; and
- Designating absences on the employee's timesheet as other paid leave, tracking usage of New Parent Leave and not using more New Parent Leave than is authorized.

Chief Counsels and Senior Staff are responsible for:

- Ensuring that all applicable leave is properly entered on the employee's timesheet before approving;
- Ensuring that the employee is not using more New Parent Leave than is authorized; and
- Ensuring that work is completed during the employee's absence(s) by proper planning, cross training, and related management techniques.

Human Resources is responsible for:

- Reviewing the submitted OAG New Parent Leave Application and supporting documentation and approving or denying the request for New Parent Leave.
- Tracking the number of New Parent Leave hours used by the employee in each biweekly pay cycle;
- If applicable, ensuring that the employee has submitted a return to work release from their doctor prior to returning to work;
- Removing access to or denying New Parent Leave once the leave has been exhausted or six (6) months have passed from the date the child was born or placed with the employee for adoption.

PERIODS FOR LEAVE:

New Parent Leave may be used intermittently in increments of not less than one full day. When leave is foreseeable, employees must provide notice no later than the workday prior

to anticipated leave. If leave is not foreseeable or is necessary earlier than the anticipated date indicated in the employee's application for leave, employees must provide notice as soon as practical.



OAG NEW PARENT LEAVE EMPLOYEE APPLICATION

- INSTRUCTIONS:**
1. Please complete information below.
 2. Sign, date and attach a copy of relevant documentation.
 3. Submit completed form to Chief Counsel or Senior Staff.

Employee Information

Employee:		Division:
Job Title:	Name of Supervisor:	
Work Phone:	Full Time Employee: <input type="checkbox"/>	Part Time Employee: <input type="checkbox"/>

Spouse Information

Name:	State Employee: <input type="checkbox"/>	Non-State Employee: <input type="checkbox"/>
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Leave Request

Anticipated Birth/Adoption Date:	Length of Leave:	
Anticipated Return:	New Parent Leave: <input type="checkbox"/>	Family-Medical Leave: <input type="checkbox"/>
Date:	Employee Signature:	

Chief Counsel or Senior Staff Approval

Date:	Signature:	Division:
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For Human Resources Use Only

Date Received:	Signature:
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