

Employee Packet for Expectant Parents

Applicable Only to Employees of Indiana State Government

June 2025



Indiana State
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

- in.gov/spd/benefits/
- Check your Tier One, in-network options for most cost savings for yourself and your dependents

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



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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
 - [Reasonable Accommodations Policy - Pregnancy, Childbirth, Related Medical Condition](#)
- Need, if any, for disability leave for complications, such as required bed rest, that last more than 30 consecutive days.
 - jwfspecialty.com/applications-forms
- Information about the location and availability of lactation rooms if you plan to express milk for your newborn

Familiarize yourself with the leave policies:

- 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

- Accrued Leaves
(Sick, Vacation, Personal)
- S/LTD
(Short-& Long-Term Disability)
- FML
(Family-Medical Leave)
- NPL
(New Parent Leave)
- CRL
(Childbirth Recovery Leave)

Adoption

- Accrued Leaves
- FML
- NPL

Foster Care

- Accrued Leaves
- FML



Eligibility

S/LTD

- 6-months' consecutive, active full-time employment
- Incapacity from performing duties anticipated to last more than 30 calendar days

FML

- 12-months' employment
- 1250 hours worked
- FY (Fiscal Year: July 1 – June 30) allotment not exhausted

NPL

- Upon hire
- Expires 6-months after child arrives

CRL

- Upon hire
- Expires 6 or 8 weeks after employee gives birth



Duration

S/LTD

- 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

- 12-weeks per FY (fiscal year) total for all qualifying events occurring in that FY

NPL

- 150 hours for full-time employees
- 75 hours for part-time employees
- Expires 6-months after child arrives

CRL

- 6 weeks beginning with a vaginal birth
- 8 weeks beginning with a C-section birth



Paid or Unpaid

S/LTD

- 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

- Unpaid
- But if using accrued or other paid leave concurrently, time will be paid

NPL

- Paid

CRL

- Paid



Illustrations of Concurrent Leaves

Leaves Available for Full-time Parent Giving Birth

| | | | | | | | |
|--|---|---|---|---|---|----|----|
| Weeks: | 0 | 2 | 4 | 6 | 8 | 10 | 12 |
| 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 appropriate Accrued Leaves and/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 appropriate Accrued Leaves and/or NPL | | |
| | | | | | Paid NPL is available for 6 months after delivery | | |
| | | | | | | | |

Illustrations of Concurrent Leaves Cont.

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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 an appropriate paid leave is available.

| | | | | | |
|--------------------|---|--|--|--|--|
| Date Child Arrives | Paid NPL is available for 6 months after delivery | | | | |
|--------------------|---|--|--|--|--|

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Leaves Available for a 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 an appropriate 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 an appropriate 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 placement | | | | |
|--------------------|--|--|--|--|--|

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Leave Available for Foster Care Parents

For eligible employees, FML applies to entire absence and is unpaid unless an appropriate 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.

| | | | | | | | |
|--------|---|---|---|---|---|----|----|
| Weeks: | 0 | 2 | 4 | 6 | 8 | 10 | 12 |
|--------|---|---|---|---|---|----|----|

Requesting Leaves

Short- and Long-Term Disability (S/LTD)

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

- jwfspecialty.com/applications-forms/
- **Phone, Tollfree:** 1-888-818-7795
- **Phone, Local:** 317-574-7876
- **Fax:** 1-866-893-4674
- **Mailing Address:** PO Box 40968, Indianapolis, IN 46240



Requesting Leaves

Family-Medical Leave (FML)

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 as well as recovering from childbirth and bonding with your newborn.
- Available during processing required to obtain the placement of a child through adoption or foster care and for bonding with that child.

Where?

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



Requesting Leaves

New Parent Leave (NPL)

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 for the time to bond with your new child; 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

Childbirth Recovery Leave (CRL)

When?

- Upon giving birth to a 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% payments for 6 or 8 weeks, depending on the type of delivery, even if that delivery results in a stillbirth.
- This medical leave is substitute for partially-paid benefits under S/LTD during routine recovery from childbirth.

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 this 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

- 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 period.
- No timesheet entries nor absence requests during benefits period. JWF handles payments through interface.

FML

- Employee's responsibility to apply for coverage due to pregnancy, adoption, or foster care.
- Absence for FML reasons must be entered with FML codes: FML Unpaid, FML w/[paid leave].

NPL

- 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 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

- Upon childbirth, employee responsible to submit required information and documentation.
- Upon approval of available leaves, administrator will enter absence requests covering 6 or 8 weeks of CRL.



Returning to Work

Parents Giving Birth

- Submit to your supervisor, agency HR staff, and JWF (if S/LTD occurred) 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.



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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 Parents

- Use available resources to get acclimated to your new family dynamics
 - **Optum EAP:** 1-800-886-9747 or <https://supportfinder.optum.com/Indiana> (Sign in or register with an anonymous username.)
 - **Child Care Finder:** in.gov/fssa/childcarefinder
 - **Post Adoption Service:** indianaadoptionprogram.org/pas
 - **Day Early Learning at Indiana Government Center:** dayearlylearning.org/locations/state-government-center
 - **Lactation support upon return to work:** in.gov/spd/employee-resources/support-for-lactating-parents/
- Share photos!



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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

