

Absence: Requesting Parental Leave Pay for Adoption/Placement of a Child

WHAT IS PARENTAL LEAVE PAY?

Parental leave pay is a defined absence approved by the employee's supervisor in connection with the birth of an employee's child or the adoption, guardianship or fostering of a child under the age of 18.

A parental leave is **not a true leave of absence**, but rather identifies your eligibility for **parental time off hours**.

More information is available in our [Parental Leave Pay policy](#).

Per policy, you must be employed at Geisinger for 6 months to qualify. If you have not reached the 6 months of employment yet, you will not see the option to request time off for Adoption or Placement of a Child. The end date is still **365 days from the child's date of adoption or placement**.

IDENTIFYING YOUR ELIGIBILITY

1. Click in the Search bar and type **Request Leave of Absence** and choose the first option.
2. Enter your **First Day of Leave**, which corresponds with the child's placement date.
3. Enter your **Estimated Last Day of Leave** as one year from the First Day of Leave.
4. Select the appropriate Leave Type **Adoption/Placement of a Child – ONLY** and then populating the **Leave Reason**.
5. Enter the **Child's Birth Date**
6. Enter the **Adoption Placement Date**.
7. Add any Comments if needed

Click **Submit**. This will now route for your manager's approval.

Last Day of Work	03/31/2022
First Day of Leave *	04/01/2022
Estimated Last Day of Leave *	03/31/2023
Leave Type *	Personal Leave > Adoption/Placement of Child - ONLY
Leave Reason	Adoption/Placement of Child
Additional Fields	
Child's Birth Date *	09/01/2020
Adoption Placement Date *	04/01/2022

USING THE TIME OFF

To use **Paid Leave Pay**, you can request the hours via the drop-down menu where you request time off in UKG (Kronos) or the appropriate timekeeping system.

Your manager will approve the time off according to your department's Time Off policy, up to 12 months from the leave eligibility date.