### Absence: Requesting Parental Leave Pay for Birth 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, the hours will not allot in the system until you have met the eligibility requirements. The end date to use the time is still **365 days from the** child's date of birth.

### IDENTIFYING YOUR ELIGIBILITY

- On your Workday home dashboard, click the Benefits and Pay icon.
   Benefits and Pay
- 2. Click Benefits, then hover down and click Dependents.



3. Select Add to enter the child's information.

Dependen	t Options	
Effective	Date & Reason	
Effective Da	ate * 0	*
Reason	Note: Effective date should equal the birth date.	
Add Depend	dent > Birth/Adoption	

4. Complete all required information as noted by the red asterisks (\*)

Upon completion, Click **Submit** to finalize adding the dependent. If you have met the eligibility criteria the hours will be allotted in Workday to your time off plan.

### USING THE TIME OFF

To use **the Parental Time Off Hours**, 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.

Adding the dependent to receive the Parental Leave Pay, initiates the Benefit event that allows an employee to elect benefits for their new child. The instructions on the following page can guide you through that process.

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Employees will also receive a Benefit event after adding their dependent, this transaction should be completed to enroll or decline benefits on your new addition. The birth of a child allows you to update multiple benefits (Medical, Dental, Vision, Flex Spending Accounts, Optional Life, and Child Life).



The employee will complete the benefit enrollment by selecting Manage or Enroll on each available benefit tile that they want to update (add the new dependent); Once all elections are made, click on Review and Sign at the bottom of the screen.

If the employee does not want to add the new dependent to any of these benefits, they should not make any changes to the benefit elections and just click Review and Sign at the bottom of the screen

Birth or Placement/Adoption of Child			
Dental Delta Dental Enhanced		OO Vision VSP	
Cost per paycheck	85.39	Cost per paycheck	\$3.03
Coverage	EE Only	Coverage	EE Only
Manape		Manage	
Hospital Indenniity Insurance		Accident Insurance	
Errol		Erroll	
	Adoption of Child	Adoption of Child Birth or P	Adoption of Child       Bith or Placement/Adoption of Child         Image: Construction of Child       Image: Construction of Child      <

On the View Summary page, employees should carefully review to ensure that the elections and coverages listed are accurate. Once reviewed, check the I Accept box at the bottom then click Submit

rojected Total Cost Per Paycheck Project 100.71 \$0.00	ted Total Credits			
Review each of the benefit elections you have r	made for accuracy. If you need to make an adjustment, y	ou can go back to a previous page to m	ake changes before clicking Submit.	
o make changes after you submit your electio	ons, contact the Employee Contact Center at 570-271-66-	40, option 11, <b>within 30 days</b> of the ever	t date.	
Any changes necessary beyond the 30-day tim	e frame will be dependent on another IRS qualifying life o	event or during annual open enrollment	effective the next benefit year).	
selected Benefits 3 items				
Plan		Coverage Begin Date	Deduction Begin Date	Coverage
Plan Medical		Coverage Begin Date 10/21/2024	Deduction Begin Date 11/03/2024	Coverage EE + Child(ren)
Plan Medical Geisinger Essential		Coverage Begin Date 10/21/2024	Deduction Begin Date 11/03/2024	Coverage EE + Child(ren)
Plan Medical Geisinger Essential Dental		Coverage Begin Date 10/21/2024 05/30/2023	Deduction Begin Date 11/03/2024 05/30/2023	Coverage EE + Child(ren) EE Only
Plan Medical Geisinger Essential Dental Delta Dental Enhanced		Coverage Begin Date           10/21/2024           05/30/2023	Deduction Begin Date 11/03/2024 05/30/2023	Coverage EE + Child(ren) EE Only
Plan Medical Geisinger Essential Dental Dental Dental Enhanced Vision		Coverage Begin Date           10/21/2024           05/30/2023           05/30/2023	Deduction Begin Date 11/03/2024 05/30/2023 05/30/2023	Coverage       EE + Child(ren)       EE Only       EE Only

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If you encoded in the ID.Thef Plan By submitting your enclormers in the URGodd with Norte Benefit Plan, you represent that you have the authority to encod those dependents indicated in the URGodd with Nortee Benefit Plan and you have tend and agreed to the Terms and Constitution of a Planay. Planay with behalf of yourself and on behalf of any member of your family you are encoding.
Dependent Verification Notice By sensing 1 Score Verification Notice Sy sensing 1 Score Verification Notice State of the approximation of the approximation of the state of
By aelecting the loss below, i contribution transferred in the Definition of Eligible Dependents requirements outlined biggs 1 automarkets for payrol deductions and advanced protectial consequences for misspresentation.
Honser 🗌
Bank         Events         Convert

#### Confirmation screen



Employee can click on the Benefits Statement button to review, print or save elections again if desired.

These actions will clear the benefit event from the employee's Workday inbox.

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