

# 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](#).

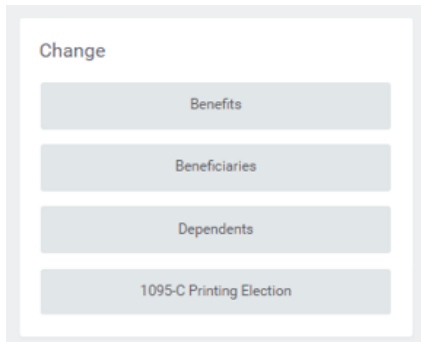
**Per policy, you must be employed at Geisinger for 6 months to qualify.** If you have not reached the 6 months of employment yet, the hours will not allot in the system until you have met the eligibility requirements. The end date to use the time is still **365 days from the child's date of birth**.

## IDENTIFYING YOUR ELIGIBILITY

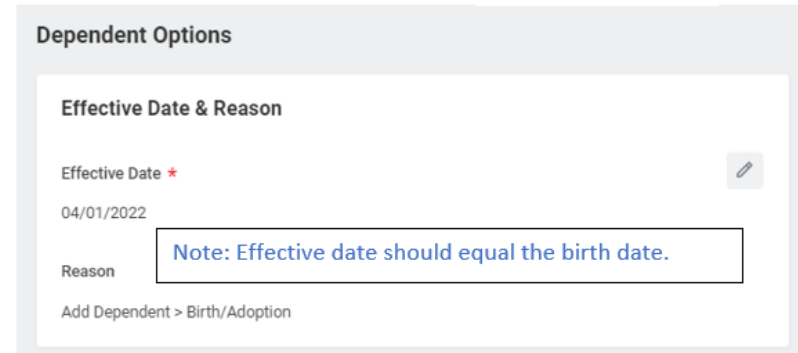
1. Log into Workday, under the applications section click on the benefits icon.
2. Under Change, select Dependents.



Benefits



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



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

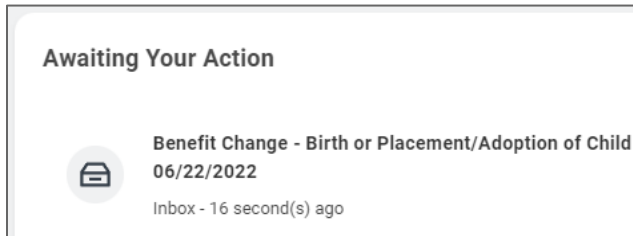
To use **the Parental Time Off Hours**, you can request the hours via the drop-down menu where you request time off in UKG (Kronos) or the appropriate timekeeping system.

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.

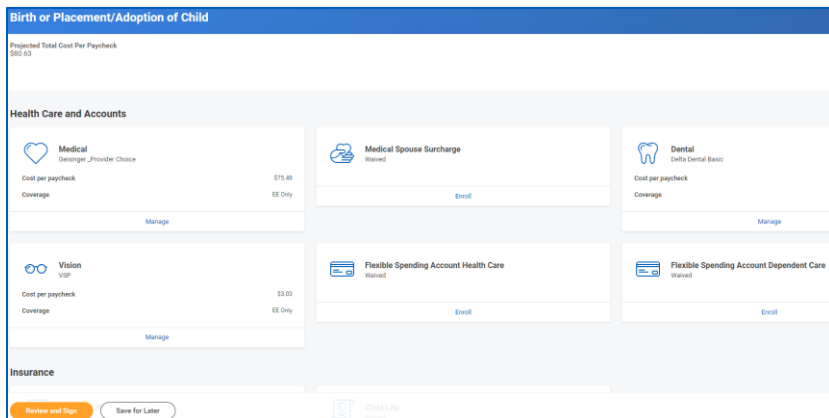
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Employees will also receive a Benefit event after adding their dependent, this transaction should be completed to enroll or decline benefits on your new addition. The birth of a child allows you to update multiple benefits (Medical, Dental, Vision,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

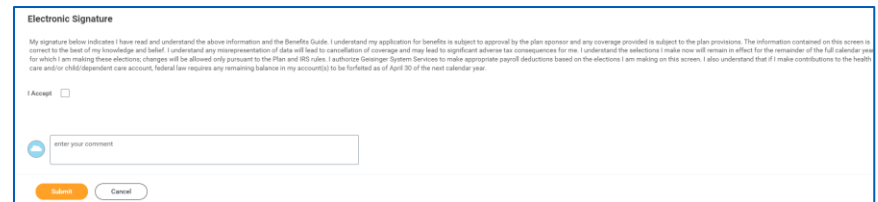
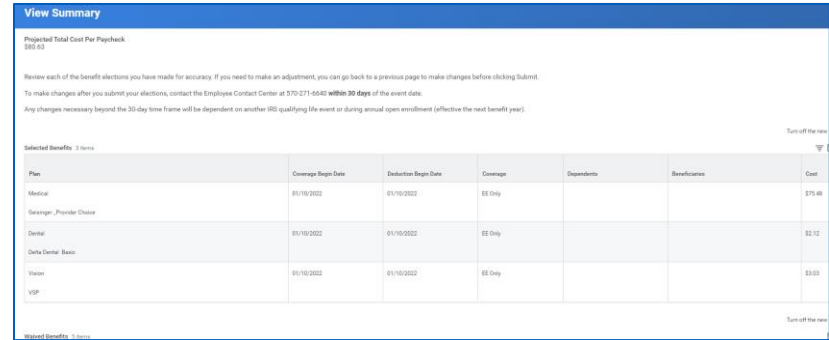


The employee will complete the benefit enrollment by selecting Manage or Enroll on each available benefit tile that they want to update (add the new dependent); Once all elections are made, click on Review and Sign at the bottom of the screen.

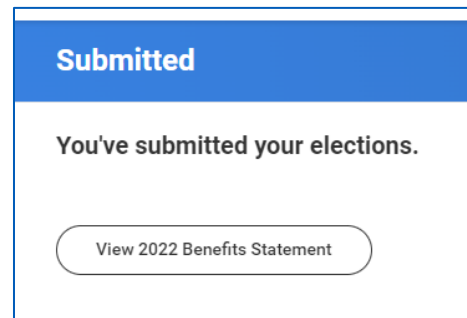
**If the employee does not want to add the new dependent to any of these benefits, they should not make any changes to the benefit elections and just click Review and Sign at the bottom of the screen**



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



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.