

## Guide to Time Off Options for New Parents

New parents at U-M can take advantage of a number of paid and unpaid time off options to recover from childbirth and to care for a child following birth or placement for adoption, foster care or legal guardianship. These include paid maternity (childbirth) and parental leaves. Some options must be granted at the faculty or staff member’s request and others are discretionary. While the chart below does not specifically include vacation time and Paid Time Off (PTO), eligible individuals may request to use these types of paid time to care for or bond with a new child.

Type of Time Off	Pay Status	Intended Use	Eligibility <sup>1</sup>	Availability	Duration	Scheduling Subject to Approval?	Policy Reference	Notes
Maternity (Childbirth) Leave	Paid	Recovery from childbirth	<ul style="list-style-type: none"> <li>Regular faculty<sup>2</sup></li> <li>Regular campus<sup>3</sup> and Medical School staff with at least a 20% appointment</li> <li>Regular Mich. Medicine staff on the PTO plan with at least a 50% appt.</li> <li>Postdoctoral research fellows<sup>4</sup></li> </ul>	Upon hire	Up to 6 weeks (240 hrs with a full-time appointment)	No	SPG <a href="#">201.30-6</a>	Must be taken as a single block of time immediately after childbirth
Parental Leave	Paid	Bonding with a new child		Birth or placement must take place after employee completes 6 months of service	Up to 6 weeks (240 hrs with a full-time appointment)	Yes	SPG <a href="#">201.30-6</a>	Must be used within 12 months of birth or placement for adoption, foster care or legal guardianship; may only be used once every 12 months for foster care and legal guardianship; faculty may use in lieu of modified duties
Extended Sick Time	Paid	Prenatal care, recovery from childbirth	<ul style="list-style-type: none"> <li>Faculty</li> <li>Staff</li> </ul>	After 1 year of service	Up to 1 year	No	SPG <a href="#">201.11-0</a> (staff)	May be used to extend maternity leave in the event of complicated delivery or c-section
Short-Term Sick Time	Paid	Prenatal care, recovery from childbirth or care for a new child	<ul style="list-style-type: none"> <li>Faculty</li> <li>Staff who are not eligible for parental leave (except PTO-eligible staff)</li> </ul>	Upon hire	Up to 15 days	No	SPG <a href="#">201.11-1</a> (faculty) Michigan Medicine PTO policy	For those not eligible for parental leave, may be used to bond with a new child within 1 year of the child’s birth or arrival in the home

<sup>1</sup>Faculty and staff covered by a collective bargaining agreement should consult their contract regarding eligibility for leave benefits. <sup>3</sup>Includes Ann Arbor, Flint and Dearborn.

<sup>2</sup>Non-instructional faculty must have at least a 20% appointment for parental leave but do not require a minimum appointment for maternity leave.

<sup>4</sup>Eligibility for postdoctoral research fellows is subject to the rules of the sponsor or grant. UMOR maintains a central fund to cover charges, regardless of funding source.

Type of Time Off	Pay Status	Intended Use	Eligibility <sup>1</sup>	Availability	Duration	Scheduling Subject to Approval?	Policy Reference	Notes
Medical Leave of Absence	Unpaid	Recovery from childbirth	Regular staff	Upon hire	Up to 2 calendar years (12 weeks for probationary employees)	No	SPG <a href="#">201.30</a> (staff)  SPG <a href="#">201.30-1</a> (faculty)	Must exhaust all available sick time pay, vacation, and PTO prior to the start of the leave of absence <sup>2</sup>
Medical/ Child Care Leave of Absence	Unpaid	Recovery from childbirth and to care for a newly born child once medically able to return to work		Upon hire	Up to 1 calendar year (12 weeks for probationary employees)	No		
Child Care Leave of Absence	Unpaid	Care for a newly born, adopted or fostered child		Upon hire	6 months (6 weeks for probationary employees); may be extended up to 1 year from the date of birth or adoption	No		
FMLA leave	Unpaid	Qualifying events include incapacity due to pregnancy, prenatal medical care or childbirth; care for the employee's child after birth or placement for adoption or foster care	<ul style="list-style-type: none"> <li>Non-exempt employees: worked at least 1,250 hours in the previous 12 months</li> <li>Exempt employees: past probationary period and at least 50% effort when absence begins</li> </ul>	After 12 months of service	Up to 12 weeks	No, unless employee requests to use FMLA leave on an intermittent basis	<a href="http://hr.umich.edu/fmla">hr.umich.edu/fmla</a>	May run concurrently with paid and unpaid time off

<sup>1</sup>Faculty and staff covered by a collective bargaining agreement should consult their contract regarding eligibility for leave benefits

<sup>2</sup>Exception: An employee may begin an unpaid child care leave of absence without exhausting short-term sick time, which is only required to be used for the period an employee is medically unable to work.