



Paid Parental Leave Benefit

Nebraska Medicine will provide up to four weeks (28 days) of paid parental leave for non-birth parents who are benefit eligible (.5 FTE and above) and qualify for leave through the Family Medical Leave Act (FMLA).

Specifics

Employees can receive a paid benefit if they are the parent of a newborn child or a child placed through adoption. Birth parents will continue to use Nebraska Medicine's short-term disability benefit rather than the paid parental leave benefit to cover the period after childbirth. Below are the specifics of paid parental leave:

- Colleague is the non-birth parent of a newborn child or has adopted a child (age 17 or younger)
- The child's birthdate or adoption must occur on or after Jan. 1, 2020
- The leave can be taken any time during the 42 days following the child's birth or placement
- Paid parental leave is administered by Matrix. Instructions for requesting a leave of absence can be found on MyHR

Eligibility

Eligible employees must meet the following criteria:

- Have been employed for at least 12 months at the time of the birth or placement
- Be a full-time (.9 FTE or greater) or part-time (.5 FTE to .89 FTE) employee at the time of birth or placement
- Have worked a minimum of 1250 hours during the 12 consecutive months immediately preceding the birth date or placement date
- Spouses that are both employed by Nebraska Medicine will be entitled in the aggregate of the benefit and will share the four weeks of paid parental leave (in the event that neither spouse gave birth to the child)

Amount of Benefit

- Eligible employees will receive a maximum of four weeks (28 days) of paid parental leave
- The first seven consecutive days of leave will be considered the elimination period and must be paid from the employee's accrued PTO, flex time (managers and above) or go unpaid if accrued PTO is not available. For full-time employees, 40 hours of PTO or flex time (managers and above) will be used for the first week. For part-time employees, the number of hours of PTO used will be prorated based on FTE
- After the seven-day elimination period, the employee can take paid parental leave in 4 to twenty-one day increments
- After the seven-day elimination period, the employee will be compensated at 60 percent of their base salary each week (up to three additional weeks)
- The employee must use their accrued PTO or flex time (managers and above) to supplement the remaining 40 percent of the employee's base salary, for a total of 100 percent income replacement
- The benefit is calculated based on a seven-day workweek. For each day the participant is on leave, they will receive 1/7 of their weekly compensation. The calculation is as follows:
 - $40 \text{ hours} \times \text{FTE} \div \text{by seven days} = \text{number of hours per day}$
 - The paid parental leave benefit will be 60% of the number of hours per day and the PTO will be 40% of the number of hours per day
 - For example, an employee that is a 1.0 FTE, will receive a paid parental leave benefit of 3.43 hours per day and use 2.28 hours per day of accrued PTO or flex time (managers and above)